



HOLIDAY PARTY PLANNING



EVENT TO DOS

- | | |
|---|--|
| <input type="checkbox"/> SELECT A PARTY THEME | <input type="checkbox"/> CREATE A PARTY GUEST LIST |
| <input type="checkbox"/> DETERMINE PARTY BUDGET | <input type="checkbox"/> DETERMINE PARTY DATE/TIME |
| <input type="checkbox"/> DETERMINE PARTY LOCATION | <input type="checkbox"/> PURCHASE/CREATE INVITATIONS |
| <input type="checkbox"/> SEND INVITATIONS | <input type="checkbox"/> PLAN MENU ITEMS |
| <input type="checkbox"/> PRINT/COLLECT MENU RECIPES | <input type="checkbox"/> DETERMINE PARTY FAVORS |
| <input type="checkbox"/> DETERMINE ACTIVITIES/GAMES | <input type="checkbox"/> CREATE A SUPPLY PURCHASE LIST |
| <input type="checkbox"/> ORDER/PURCHASE SPECIALTY ITEMS | <input type="checkbox"/> DIY DÉCOR/FAVORS/ETC... |
| <input type="checkbox"/> RESERVE EVENT LOCATION | <input type="checkbox"/> RESERVE COAT RACK |
| <input type="checkbox"/> CHECK SERVING DISH INVENTORY | <input type="checkbox"/> WASH ALL SERVING DISHES |
| <input type="checkbox"/> CREATE A MUSIC PLAYLIST | <input type="checkbox"/> CREATE A GROCERY LIST |
| <input type="checkbox"/> PURCHASE GROCERIES | <input type="checkbox"/> PREPARE MAKE-AHEAD FOOD ITEMS |
| <input type="checkbox"/> CHARGE CAMERA BATTERY | <input type="checkbox"/> BAKE GOODIES |
| <input type="checkbox"/> DEEP CLEAN HOUSE/LOCATION | <input type="checkbox"/> DECORATE |
| <input type="checkbox"/> REARRANGE THE FURNITURE | <input type="checkbox"/> SET TABLE/DETERMINE SEATING |
| <input type="checkbox"/> TAKE OUT FOODS FROM FREEZER | <input type="checkbox"/> PURCHASE FLORALS |
| <input type="checkbox"/> STOCK PAPER PRODUCTS | <input type="checkbox"/> PREPARE FOOD/MEALS |
| <input type="checkbox"/> SET UP BAR | <input type="checkbox"/> LABEL TRASH & RECYCLE BASKETS |
| <input type="checkbox"/> SET OUT BIN FOR DIRTY DISHES | <input type="checkbox"/> START MUSIC |
| <input type="checkbox"/> LIGHT CANDLES | <input type="checkbox"/> FRESHEN UP |
| <input type="checkbox"/> SET OUT SNACKS/APPETIZERS | <input type="checkbox"/> HAVE A BLAST |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
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NOTES



HOLIDAY PARTY PLANNING



EVENT DATE/TIME:

GUEST LIST & RSVP

_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>
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_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>

FOOD & BEVERAGE MENU

appetizers		main		desserts/beverages
_____	*	_____	*	_____
_____	*	_____	*	_____
_____	*	_____	*	_____
_____	*	_____	*	_____
_____	*	_____	*	_____
_____	*	_____	*	_____

SHOPPING LIST

<input type="checkbox"/>	_____	<input type="checkbox"/>	_____	<input type="checkbox"/>	_____
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