

# My Perfect Party Plan

**Your Party Theme**

**Date**

**Time**

**Location**

**Number of Guests**

**Budget**

## Pre-Planning

- ☐ Design or purchase invitations.
- ☐ Select and purchase decorations to match the theme.
- ☐ Request RSVPs.
- ☐ Decide on the party location.
- ☐ Check the weather forecast (if hosting outdoors).

## Food and Beverage

- ☐ Plan the menu (consider dietary restrictions and allergies).
- ☐ Arrange for snacks, drinks, and a main meal if applicable.
- ☐ Order a cake or cupcakes.
- ☐ Have candles and a lighter ready.
- ☐ Gather plates, cups, utensils, and napkins.

## Entertainment

- ☐ Decide to purchase party favors or goody bags.
- ☐ Organize a craft station or DIY activity.
- ☐ Rent bounce houses and other inflatable rides
- ☐ Create a playlist of kid-friendly songs
- ☐ Create a timeline for the party, including when games and activities will take place.

## At The Party

- ☐ Prepare party favors or goody bags.
- ☐ Prepare an area for gifts.
- ☐ Do you have enough tables and chairs?
- ☐ Do you have enough lighting?
- ☐ Assign someone to capture photos and videos.
- ☐ Enlist friends or family members to assist with tasks during the party.

## Post-Event

- ☐ Design or purchase invitations.
- ☐ Select and purchase decorations to match the theme.
- ☐ Plan the menu (consider dietary restrictions and allergies).

## Notes

Add your notes here...