START

The party at a glance

EVENT

DATE TIME PLACE

THEME GUESTS RSVP BY

KEY CONTACTS

Name	Role	Phone or email

HOW IT SHOULD FEEL

DO NOT FORGET

- [ ]
- [ ]
- [ ]
- [ ]

COUNTDOWN · 1 OF 7

4 weeks before

Tick what is done, skip what you do not need and add your own tasks.

	Task	Done on
☐	Set the date, time and place	
☐	Decide on a budget	
☐	Draft the guest list	
☐	Book the venue or plan the space	
☐	Choose a theme or style	
☐	Book any help you need	

OUR OWN TASKS

☐		
☐		
☐		
☐		
☐		
☐		
☐		

NOTES

GUESTS

Guest list

Name	Yes	Maybe	No	Plus ones	Dietary notes
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	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
	☐	☐	☐		
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Invited _____ Total guests _____

BUDGET

Party budget

What you plan to spend and what you really spent.

Category	Planned	Actual	Notes
Venue or room			
Food			
Drinks			
Decorations			
Invitations and postage			
Music or entertainment			
Rentals (chairs, tables, dishes)			
Tableware and supplies			
Cake			
Party favors			
Other			

Budget total _____ Spent _____

Left over _____ Per guest _____

FOOD

Menu

WE EAT AT

GUESTS

Course	Dish	Who makes it
Starters		
Main course		
Sides		
Desserts		
Drinks		

ALLERGIES AND DIETS

CAKE OR DESSERT

Shopping list

FOOD

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DRINKS

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DECORATIONS

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OTHER

- [ ] Ice
- [ ] Plates and cups
- [ ] Napkins
- [ ] Trash bags
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THE DAY

Before the guests arrive

Your own list for the last hours.

ROOM AND TABLES

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FOOD

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DRINKS

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MUSIC AND LIGHTS

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BATHROOM AND COATS

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LAST LOOK

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AFTER

Party review

Fill this in while you still remember.

WHAT WORKED

WHAT TO CHANGE

BEST MOMENTS

FOR NEXT TIME