



## Party Planning Worksheet

Print off this worksheet and use it to keep track of all your essential party details.

Theme: \_\_\_\_\_

Dress/Attire: \_\_\_\_\_

Date: \_\_\_\_\_

Party Start Time: \_\_\_\_\_

Party End Time: \_\_\_\_\_

Place: \_\_\_\_\_

Please remember to bring: \_\_\_\_\_

Map: \_\_\_\_\_

Phone number for RSVP: \_\_\_\_\_

Phone number for day of party (for lost guests): \_\_\_\_\_



**Menu plan**

Beverages: \_\_\_\_\_

Appetizers: \_\_\_\_\_

Main course: \_\_\_\_\_

Cake: \_\_\_\_\_

Ice Cream: \_\_\_\_\_



**Guest List**

**Will Attend**

1.	_____	<input type="checkbox"/>
2.	_____	<input type="checkbox"/>
3.	_____	<input type="checkbox"/>
4.	_____	<input type="checkbox"/>
5.	_____	<input type="checkbox"/>
6.	_____	<input type="checkbox"/>
7.	_____	<input type="checkbox"/>
8.	_____	<input type="checkbox"/>
9.	_____	<input type="checkbox"/>
10.	_____	<input type="checkbox"/>
11.	_____	<input type="checkbox"/>
12.	_____	<input type="checkbox"/>
13.	_____	<input type="checkbox"/>
14.	_____	<input type="checkbox"/>
15.	_____	<input type="checkbox"/>
16.	_____	<input type="checkbox"/>
17.	_____	<input type="checkbox"/>
18.	_____	<input type="checkbox"/>
19.	_____	<input type="checkbox"/>
20.	_____	<input type="checkbox"/>