

## Event Planning Packet

Event Planning Sheet For: \_\_\_\_\_

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

Number of Guests Expected: \_\_\_\_\_

Time: \_\_\_\_\_

Sun M T W Th F Sat

### 1 Month Before:

- Make Guest List/Send out invites
- Look at last year's notes
- Plan Menu
- Plan party set up areas
- Check Supplies (*plates, décor, silverware, etc.*)
- Start orders for supplies/décor
- \_\_\_\_\_
- \_\_\_\_\_

### Day 3:

- Assemble treat boxes/gift bags
- Set up music/video
- Set up tables/Hang decorations
- \_\_\_\_\_
- \_\_\_\_\_

### Day 4:

- Mini Home Blessing
- Wash trays, utensils, & crockpots
- Finish decorating/Set up props
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 1-2 Weeks Before:

- Check on orders
- Check menu
- Make grocery list
- Start buying non-perishables
- \_\_\_\_\_
- \_\_\_\_\_

### Day 5:

- Make ahead dishes
- Set up game/craft areas
- Finish baking/cooking what you can
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Week of:

#### Day 1:

- Finalize menu
- Make grocery list/Finish Shopping
- Home Blessing (Clean House)
- Gather Utensils/Trays
- \_\_\_\_\_
- \_\_\_\_\_

### Day of Event:

- Double check bathrooms/restock
- Finish last minute food preparation
- Order delivery foods
- Double check your list/menu
- Get dressed/Makeup
- Check that kids are clean/dressed
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### Day 2:

- Double check supplies
- Last minute shopping
- Finish Crafts/Projects
- \_\_\_\_\_
- \_\_\_\_\_

HAVE FUN!

# Event Planning Packet

Event Planning Sheet For: \_\_\_\_\_

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

Number of Guests Expected: \_\_\_\_\_

Time: \_\_\_\_\_

Sun M T W Th F Sat

1 Month Before:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Day 2:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2 Weeks Before:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Day 3:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

1 Week Before:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Day 4:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Week of:

Day 1:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Day 5:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Day of Event:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Event Planning Packet

Guest List \_\_\_\_\_

[illegible]

Menu \_\_\_\_\_

Appetizers

_____	_____
_____	_____

Main Dish(es)

_____	_____
_____	_____

Sides

_____	_____
_____	_____

Desserts

_____	_____
_____	_____

Beverages

_____	_____
_____	_____

Other

_____	_____
_____	_____

Notes:

_____
_____
_____
_____

Recipes Needed:

*Make copies and staple/tape them into the packet so you have them handy.*



## Supply Order Check List \_\_\_\_\_

[illegible]

## After Event Thoughts

Special Memories...

Things that went well...

Things that didn't go well...

Things I'd like to keep...

Things I'd like to try or do differently...

Other Notes:



## Set Up Sketch Sheet:

*(tables, decorations, food, beverages, craft areas, etc.)*