

## Party Organizer

A party for: \_\_\_\_\_

\_\_\_\_\_

When: \_\_\_\_\_

\_\_\_\_\_

Where: \_\_\_\_\_

\_\_\_\_\_

**- 10**

Choose the theme and write it here:

\_\_\_\_\_

Print invitations

Write down the invitations list

**- 09**

Send invitations

Prepare the menu and the drinks list

\_\_\_\_\_

**- 08**

Print all the printables for flags, party hats, place holders, banners, etc...

\_\_\_\_\_

Notes

What we are going to eat:

\_\_\_\_\_

**- 07**

Order the cake and the cupcakes, if you are not the home-made type.

\_\_\_\_\_

**- 06**

Buy the drinks and the plastic tableware. Be sure to choose a color that matches your theme.

\_\_\_\_\_

**- 05**

Check your invitations list: are you sure you didn't forget anyone?

\_\_\_\_\_

**- 04**

Check the menu and write down the grocery list.

\_\_\_\_\_

What we are going to drink:

\_\_\_\_\_

**- 03**

Go to the store

\_\_\_\_\_

**- 02**

Call the undecided guests

\_\_\_\_\_

**- 01**

Put the drinks in the refrigerator

Set up all you can: the table, the seats, the decorations...

Cook!

\_\_\_\_\_

**PARTY!**

Don't forget to pick up the cake!

Finalize the menu

Finalize the decorations

\_\_\_\_\_

Guest Name	Invitation	Confirmation
01	   	YES   NO
02	   	YES   NO
03	   	YES   NO
04	   	YES   NO
05	   	YES   NO
06	   	YES   NO
07	   	YES   NO
08	   	YES   NO
09	   	YES   NO
10	   	YES   NO
11	   	YES   NO
12	   	YES   NO
13	   	YES   NO
14	   	YES   NO
15	   	YES   NO
16	   	YES   NO
17	   	YES   NO
18	   	YES   NO
19	   	YES   NO
20	   	YES   NO
21	   	YES   NO
22	   	YES   NO
23	   	YES   NO
24	   	YES   NO
25	   	YES   NO
26	   	YES   NO
27	   	YES   NO

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Guest Name	Invitation	Confirmation
28	   	YES   NO
29	   	YES   NO
30	   	YES   NO
31	   	YES   NO
32	   	YES   NO
33	   	YES   NO
34	   	YES   NO
35	   	YES   NO
36	   	YES   NO
37	   	YES   NO
38	   	YES   NO
39	   	YES   NO
40	   	YES   NO
41	   	YES   NO
42	   	YES   NO
43	   	YES   NO
44	   	YES   NO
45	   	YES   NO
46	   	YES   NO
47	   	YES   NO
48	   	YES   NO
49	   	YES   NO
50	   	YES   NO

Total invitations:

Total confirmations: