

Party PLANNER



Date _____ Time _____
No. of guests _____ Theme _____

TOTAL BUDGET

INVITATIONS

I'm outsourcing the Invites From _____ Estimated Cost _____

I'm making the invites Estimated Cost _____

Things to buy: _____

DECORATIONS & PARTY SUPPLIES

STORE BOUGHT

Estimated Cost _____

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Paper plates | <input type="checkbox"/> Balloons | <input type="checkbox"/> Paper pom poms |
| <input type="checkbox"/> Plastic cups | <input type="checkbox"/> Bunting | <input type="checkbox"/> Party hats |
| <input type="checkbox"/> Napkins | <input type="checkbox"/> Streamers | <input type="checkbox"/> Party blowers |
| <input type="checkbox"/> Straws | <input type="checkbox"/> Plastic table cloth | <input type="checkbox"/> Party poppers |

Extras: _____

HOME MADE

Estimated Cost _____

Things to make: _____

Supplies needed to make them with: _____

GAMES, ACTIVITIES & ENTERTAINMENT

OUTSOURCED ENTERTAINMENT AND ACTIVITIES

Item: _____

Estimated cost: _____

Item: _____

Estimated cost: _____

Item: _____

Estimated cost: _____

Item: _____

Estimated cost: _____

GAMES/ACTIVITIES

Estimated Total Cost _____

Game or activity: _____

Game or activity: _____

Supplies needed: _____

Supplies needed: _____

Cost: _____

Cost: _____

Game or activity: _____

Game or activity: _____

Supplies needed: _____

Supplies needed: _____

Cost: _____

Cost: _____

Game or activity: _____

Game or activity: _____

Supplies needed: _____

Supplies needed: _____

Cost: _____

Cost: _____

Game or activity: _____

Game or activity: _____

Supplies needed: _____

Supplies needed: _____

Cost: _____

Cost: _____

