

Effortless Party Planning



WHAT? _____
WHEN? _____
WHERE? _____
WHO? _____
WHY? _____

Budget

Projected	_____
Venue	_____
Food	_____
Drinks	_____
Decorations	_____
Paper goods	_____
Entertainment	_____
Favors	_____
Other	_____
Extra	_____

Theme _____
Decorations _____

Guest List

Menu

Drinks

Signature Drink _____

_____	_____
_____	_____
_____	_____

Entertainment

Ice Breaker _____
Unique surprise/"Shock Factor" _____

