



The Ultimate Party Planner

A step-by-step guide to organize the
perfect party!

Party Overview



Event: _____

Date & Time _____

Location: _____

Budget _____

Theme & Colors: _____

Notes:

Budget Tracker



Total Budget: _____

Total Spent: _____

Category: _____

Category: _____

Expenses: _____ Amount Spent: _____

Expenses: _____ Amount Spent: _____

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Notes:

Menu



Appetizers

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Main Course

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Desserts

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Drinks

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Notes

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Entertainment & Activities



Music

Games

Party Favors

Notes



Decorations

Decoration Ideas

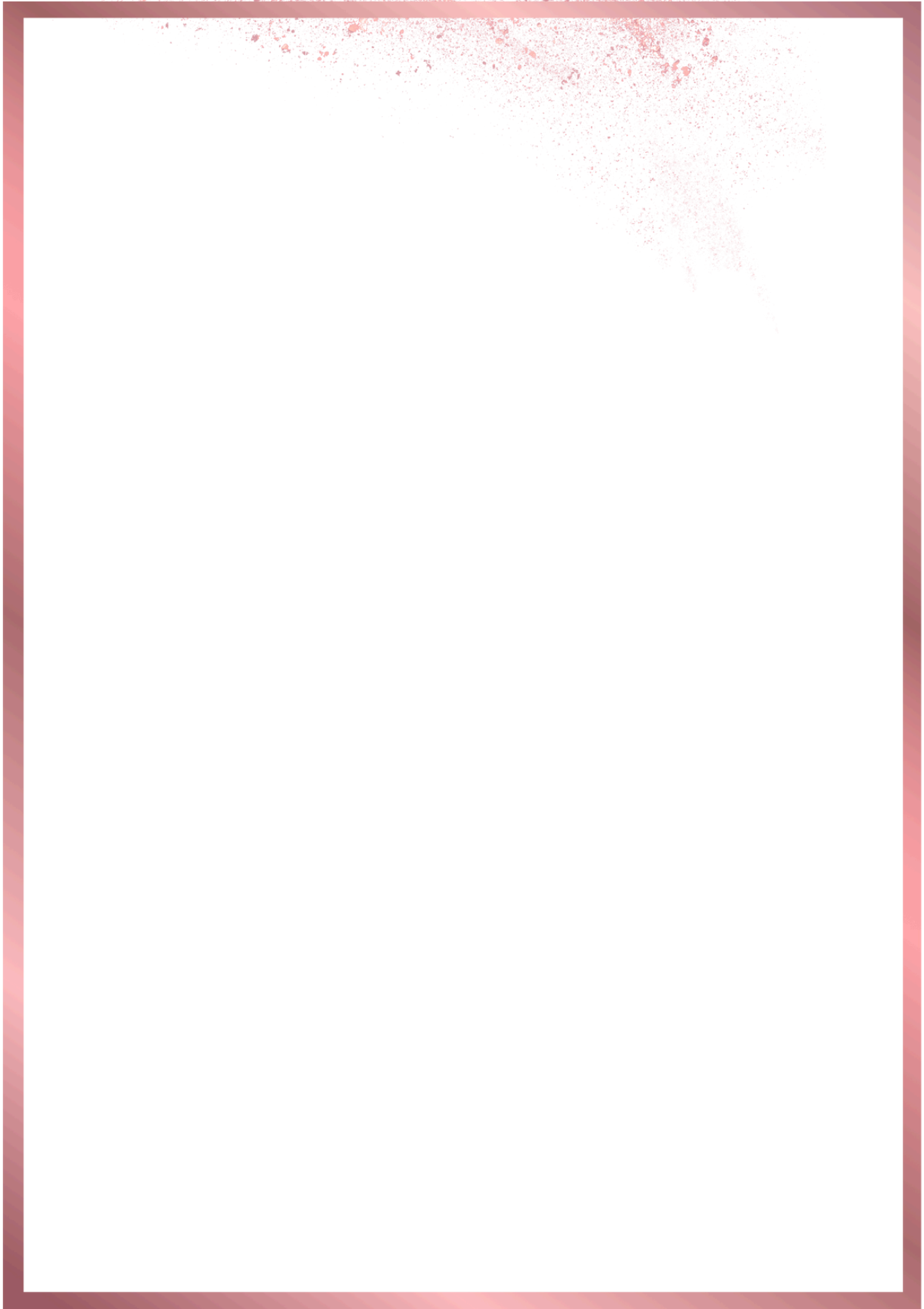
Shopping List

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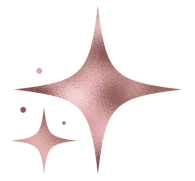
Notes

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Vision Board



Party Day Schedule



Time	Task
7 am	
8 am	
9 am	
10 am	
11 am	
12 pm	
1 pm	
2 pm	
3 pm	
4 pm	
5 pm	
6 pm	

Priorities

Notes

Party Supply Check List

Invitations & Guest Management

- Guest list
- Invitations
- RSVP tracking
- Reminder texts/messages

Tableware & Serving Essentials

- Plates (dinner & dessert)
- Cups (regular & specialty)
- Napkins
- Cutlery (forks, knives, spoons)
- Serving platters & trays
- Bowls for snacks/sides
- Beverage dispensers & pitchers
- Straws & stirrers
- Ice bucket & tongs
- Table markers or name tags

Decorations

- Balloons
- Streamers
- Table centerpieces
- Themed backdrop or photo booth
- Tablecloths & runners
- Banners & signs
- Party lights
- Themed props (hats, masks, etc.)
- Confetti or decorative scatter

Entertainment & Activities

- Music playlist or DJ setup
- Party games
- Dance floor or karaoke
- DIY craft station
- Themed activities
- Kids' entertainment

Party Favors & Goodie Bags

- Favor bags/boxes
- Small gifts
- Candy & treats
- Thank-you tags

Photography & Memories

- Camera or smartphone ready
- Tripod or selfie stick
- Instant print camera (Polaroid, Instax)
- Guestbook or memory board
- Hashtag for social media



Party Supply List Continued

Food & Snacks

- Appetizers & finger foods
- Main course (if applicable)
- Side dishes
- Desserts (cupcakes, cake, cookies, candy)
- Themed treats (cake pops, character cookies)
- Snack station (popcorn, chips, nuts, dips)

Seating & Comfort

- Enough chairs & tables
- Outdoor furniture (if needed)
- Floor cushions or blankets (for casual setups)
- Shade or tent (for outdoor events)

Clean-Up Supplies

- Trash bags
- Recycling bins
- Paper towels & wipes
- Extra napkins
- Stain remover (for spills)
- Disposable gloves
- Take-home food containers

Cake & Dessert Setup

- Cake or cupcakes
- Cake topper
- Candles & matches/lighter
- Cake knife & server

Drinks & Bar Setup

- Soft drinks & water
- Juices & mocktails
- Alcoholic beverages (if applicable)
- Garnishes (lemon, lime, cherries)
- Cocktail mixers
- Ice (lots of it!)
- Bottle openers & corkscrews
- Drink labels or stir sticks

Miscellaneous

- First aid kit
- Extra batteries for devices
- Extension cords & chargers
- Weather backup plan (umbrellas, tent, blankets)

Ultimate Bar Checklist

Bar Setup Essentials

- Bar station(s) – sturdy table
- Ice buckets & ice scoops
- Cocktail shaker & strainer
- Mixing glass & stirring spoons
- Jigger (for measuring)
- Bottle openers & corkscrews
- Muddler & bar knife
- Cutting board for garnishes
- Napkins & cocktail straws
- Coasters & drink stirrers
- Trash bin & recycling bin

Non-Alcoholic Beverages & Mixers

- Club soda & tonic water
- Ginger beer & ginger ale
- Cola & lemon-lime soda
- Cranberry, orange, pineapple, & lime juice
- Sweet & sour mix
- Grenadine & simple syrup
- Coffee & tea (if needed)
- Non-alcoholic mocktail ingredients

Garnishes & Extras

- Fresh citrus: lemons, limes, oranges
- Maraschino cherries & cocktail olives
- Mint leaves & basil
- Cucumber slices & jalapeños (for craft cocktails)
- Salt & sugar for rimming glasses
- Whipped cream (for specialty drinks)
- Bitters

Tools for Serving & Clean-Up

- Ice (plan for 1-2 lbs per person)
- Large cooler or ice chest
- Towels & sponges for spills
- Dishwashing station or access to a sink
- Extra trash bags

Alcohol Selection

- Liquor:
 - Vodka
 - Rum (light & dark)
 - Tequila
 - Whiskey/Bourbon
 - Gin
 - Scotch
 - Brandy/Cognac
- Wine:
 - Red wine
 - White wine
 - Rosé
 - Sparkling wine/Champagne
- Pre-Made Cocktails (if applicable)
 - Margarita mix
 - Sangria
 - Pre-batched signature cocktails
- Beer:
 - Light beer
 - Craft beer
 - Domestic beer
 - Non-alcoholic beer

Glassware (Consider event style & drinks offered)

- Wine glasses
- Champagne flutes
- Highball glasses
- Rocks glasses
- Martini glasses
- Beer mugs or pint glasses
- Shot glasses
- Disposable cups (if using)

Specialty Bar Additions (Optional)

- Signature cocktail ingredients & menu
- Custom cocktail napkins
- Personalized drink stirrers or straws
- Themed décor for the bar
- Cigar bar setup (if applicable)
- Infused water or flavored soda options
- Bartender tip jar

Safety & Legal Considerations

- Designated driver options or rideshare codes
- Alcohol permit (if required)
- Age verification process (if necessary)
- Water bottles available for guests
- First aid kit nearby

Notes



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