



Party Planner Checklist

Occasion

Date
Time
Location
Guest(s) of Honor

Guest List

Name	Phone	RSVP
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Menu

Appetizers
Main Dish
Side Dishes
Beverages
Dessert

Shopping List

Food & Beverages	<input type="checkbox"/>
Props & Costumes	<input type="checkbox"/>
Favors & Decorations	<input type="checkbox"/>
Cups, Plates, Utensils	<input type="checkbox"/>
Napkins, Tablecovers	<input type="checkbox"/>

