

FRUGAL PARTY PLANNER!

Event:

Theme:

Date/Time:

Location:

Colors:

Budget:

TO DO LIST	GUEST LIST			
4 WEEKS BEFORE PARTY	Name	Invite Sent	# Attending	Thank You Sent
Pick Theme				
Pick Location				
Make Guest List				
Make Invites				
Send Invites				
Plan Game & Activities				
Plan Food				
Plan Decor				
2 WEEKS BEFORE PARTY				
Print Décor				
Buy Remaining Décor				
Buy Supplies				
Plan Cake				
Create Games				
1 WEEKS BEFORE PARTY				
Start working on cake				
Buy Food				
Package Party Favors				
DAY BEFORE PARTY				
Charge Camera				
Wrap Presents				
DAY OF PARTY				
Decorate				
Set up				

GAMES & ACTIVITIES		CAKE PLAN	
DÉCOR PLAN		PARTY FAVORS	
FOOD PLAN			
Main		Snacks	
Side		Candy	
Side		Treats	
Drink		Cake	
Dessert		Other	
Other		Other	

