Event Planner

THEME IDEAS

THEME IDEA 1	THEME IDEA 2

THEME IDEA 3	THEME IDEA 4

NOTES

DECORATIONS

DECORATION IDEAS	SHOPPING LIST
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
	☐ _____
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	☐ _____
	☐ _____
	☐ _____

NOTES

_____

_____

_____

_____

GAMES AND ACTIVITIES

GAMES LIST

○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____

ACTIVITIES LIST

○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____
○ _____

NOTES

GAMES

GAME 1	WHAT I NEED

GAME 2	WHAT I NEED

GAME 3	WHAT I NEED

GAME 4	WHAT I NEED

GAME 5	WHAT I NEED

GAME 6	WHAT I NEED

GAME 7	WHAT I NEED

GAME 8	WHAT I NEED

ACTIVITIES

ACTIVITY 1	WHAT I NEED

ACTIVITY 2	WHAT I NEED

ACTIVITY 3	WHAT I NEED

ACTIVITY 4	WHAT I NEED

ACTIVITY 5	WHAT I NEED

ACTIVITY 6	WHAT I NEED

ACTIVITY 7	WHAT I NEED

ACTIVITY 8	WHAT I NEED

PRESENT WISH LIST

WISH LIST

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

PRESENT WISH LIST

WISH LIST

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
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- ○ _____
- ○ _____
- ○ _____
- ○ _____

NOTES

EVENT INVITATION

TO:

YOU HAVE BEEN INVITED TO:

DATE: TIME:

LOCATION:

EVENT DETAILS

✂ -

RSVP

NAME:

I WILL / WILL NOT BE ATTENDING (delete as necessary)

ADULTS: KIDS:

OR RSVP BY

PHONE: EMAIL:

CONTACT LIST

👤	NAME	
💼	BUSINESS NAME	
🌐	WEBSITE	
📞	PHONE	
✉️	EMAIL	
📍	ADDRESS	
📝	NOTES	

👤	NAME	
💼	BUSINESS NAME	
🌐	WEBSITE	
📞	PHONE	
✉️	EMAIL	
📍	ADDRESS	
📝	NOTES	

👤	NAME	
💼	BUSINESS NAME	
🌐	WEBSITE	
📞	PHONE	
✉️	EMAIL	
📍	ADDRESS	
📝	NOTES	

GUEST LIST TRACKER

NAME	INVITE SENT	RSVP	ADULTS	KIDS
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		
	○	○		

GUEST SPECIAL REQUESTS

NAME	REQUEST

NOTES

EVENT BUDGET

ITEM	CATEGORY	BUDGET	ACTUAL

EVENT EXPENSE TRACKER

ITEM	CATEGORY	COST	PURCHASED
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○

PAYMENT CHECKLIST

COMPANY NAME	PRODUCT | SERVICE	COST	PAID
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○
			○

PRE-EVENT SCHEDULE

TIME	TASK
	○
	○
	○
	○
	○
	○
	○
	○
	○
	○
	○
	○
	○

NOTES

EVENT CHECK LIST

TASKS

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

TASKS

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

NOTES

EVENT TASK LIST

TASKS

EVENT SHOPPING LIST

THINGS TO ORDER

- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____

THINGS TO BUY

- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____
- ⃝ _____

NOTES

ORDER OF THE DAY

TIME	SCHEDULE

NOTES

MONTHLY PLANNER

MON	TUE	WED	THU	FRI	SAT	SUN

NOTES

MONTHLY PLANNER

WEEK 1

WEEK 2

WEEK 1

WEEK 2

TO-DO LIST

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

NOTES

WEEKLY PLANNER

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

NOTES

NOTES

EVENT PRODUCT VENDORS

👤	VENDOR	
📦	PRODUCT	
🌐	WEBSITE	
📞	PHONE	
✉	EMAIL	
💰	TOTAL PRICE	
📝	NOTES	

👤	NAME	
📦	PRODUCT	
🌐	WEBSITE	
📞	PHONE	
✉	EMAIL	
💰	TOTAL PRICE	
📝	NOTES	

👤	NAME	
📦	PRODUCT	
🌐	WEBSITE	
📞	PHONE	
✉	EMAIL	
💰	TOTAL PRICE	
📝	NOTES	

EVENT SERVICE VENDORS

VENDOR	
SERVICE	
WEBSITE	
PHONE	
EMAIL	
TOTAL PRICE	
NOTES	

NAME	
SERVICE	
WEBSITE	
PHONE	
EMAIL	
TOTAL PRICE	
NOTES	

NAME	
SERVICE	
WEBSITE	
PHONE	
EMAIL	
TOTAL PRICE	
NOTES	

EVENT MENU

STARTERS | CANAPES

MAINS

DESSERTS

DRINKS

EVENT MENU

DATE: THEME:

NO. OF CHILDREN: NO. OF ADULTS:

FOOD	QTY	HOT | COLD	NOTES

GUEST STARTERS

GUEST NAME	MEAT	FISH	VEGGIE	VEGAN

GUEST MAINS

GUEST NAME	MEAT	FISH	VEGGIE	VEGAN

GUEST DESSERTS

GUEST NAME	DESSERT 1	DESSERT 2	DESSERT 3

GUEST DIETRY REQUIREMENTS

GUEST NAME	REQUIREMENT	REPORTED

EVENT RECIPE CARD

RECIPE:

SERVES:　　　PREP TIME:　　　COOK TIME:　　　TOTAL TIME:　　　CALS:

INGREDIENTS

- ◯ _____
- ◯ _____
- ◯ _____
- ◯ _____
- ◯ _____
- ◯ _____
- ◯ _____
- ◯ _____

ADD PHOTO

DIFFICULTY
● ● ● ● ●

RATING:
★ ★ ★ ★ ★

DIRECTIONS

CAKE RECIPE

RECIPE:

SERVES: PREP TIME: COOK TIME: TOTAL TIME: CALS:

INGREDIENTS

- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____
- ○ _____

ADD PHOTO

DIFFICULTY
● ● ● ● ●

RATING:
★ ★ ★ ★ ★

DIRECTIONS

_____

_____

_____

_____

_____

_____

_____

4 GUESTS

TABLE:

1.

2.

3.

4.
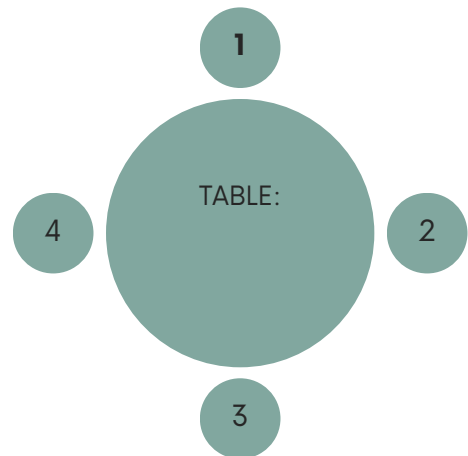
TABLE:

1.

2.

3.

4.
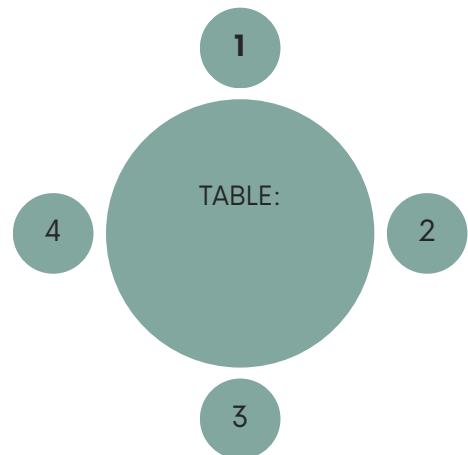
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1.
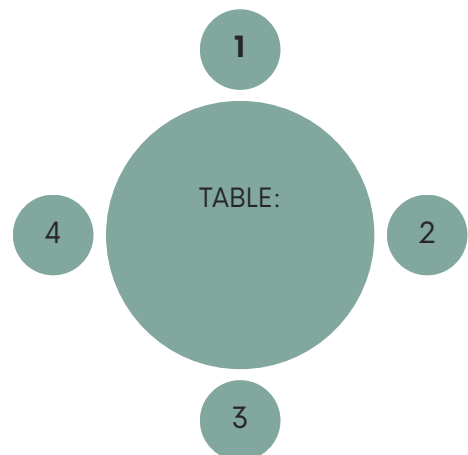
2.

3.

4.

6 GUESTS

TABLE:

1.

2.

3.
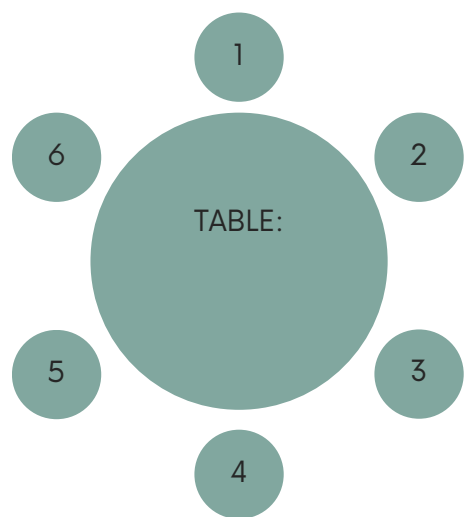
4.

5.

6.

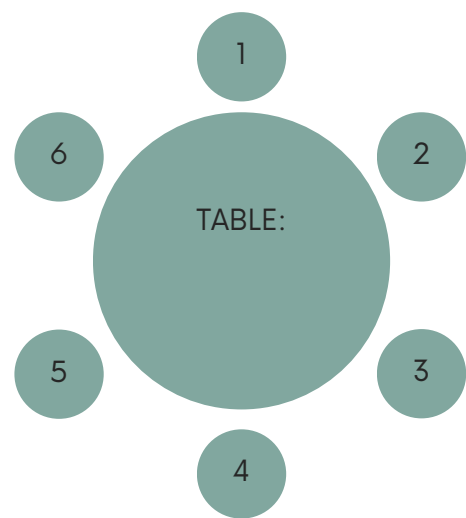TABLE:

1

6

2

TABLE:

5

3

4

TABLE:

1.

2.

3.

4.

5.

6.

TABLE:

1

6

2

TABLE:

5

3

4

8 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

1   2

8   TABLE: 3

7   4

5   6

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

1   2

8   TABLE: 3

7   4

5   6

10 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

TABLE:

1

2

3

4

5

6

7

8

9

10

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.
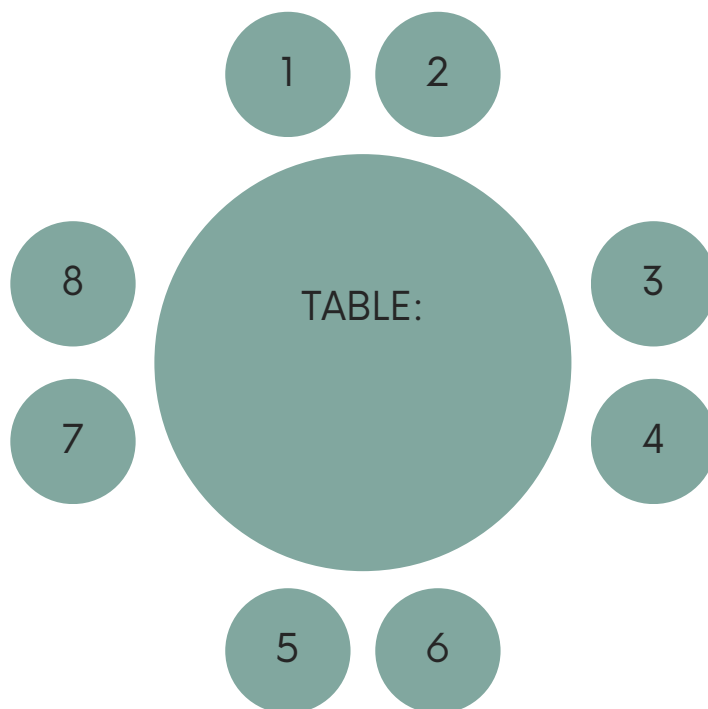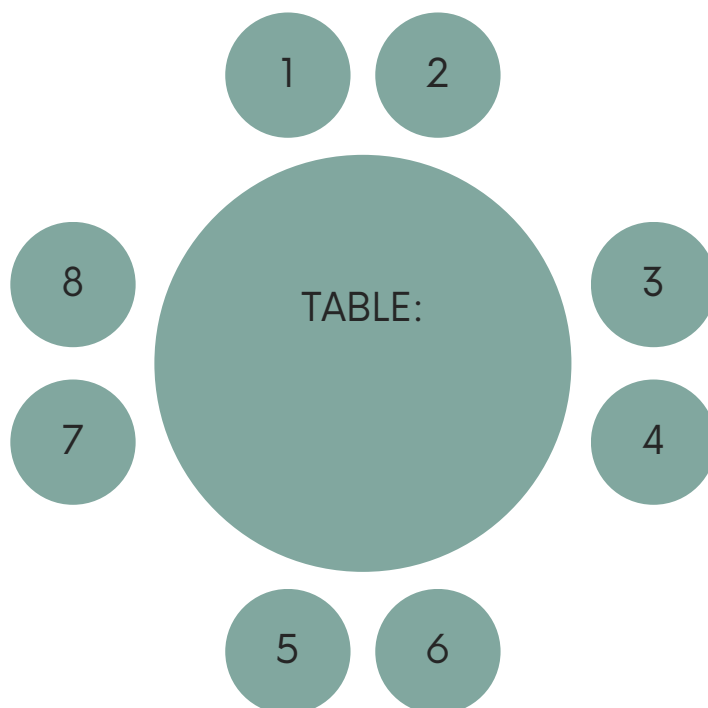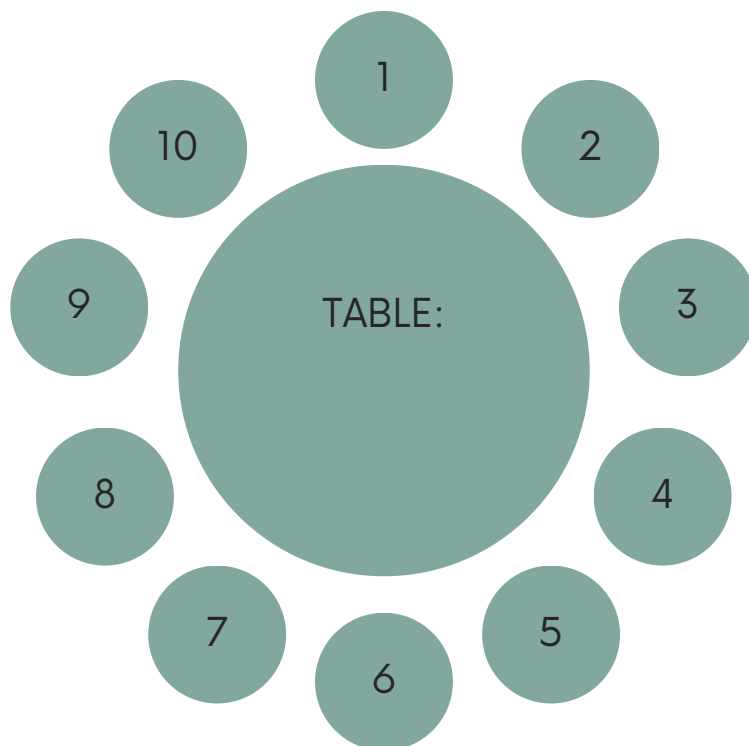
TABLE:

1

2

3

4

5

6

7

8

9

10
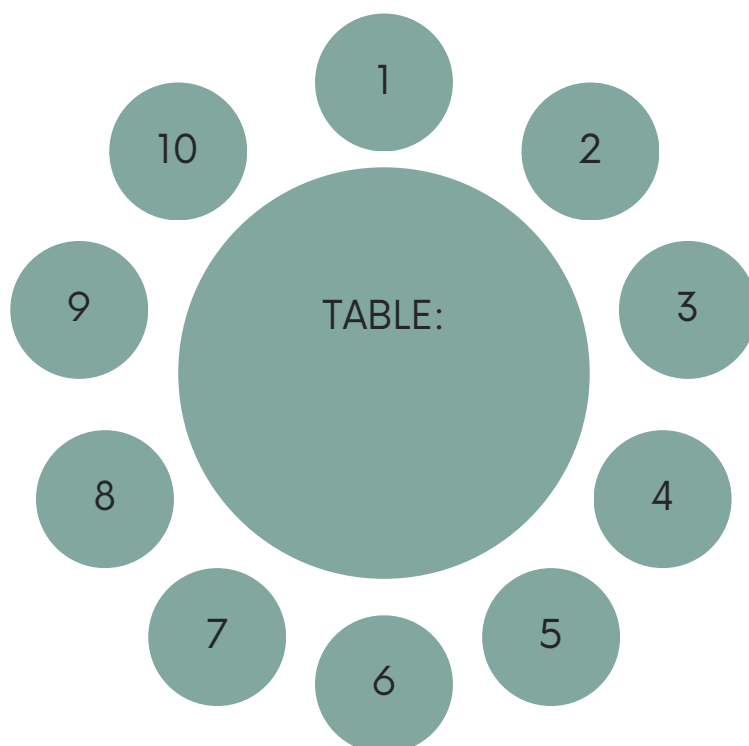
12 GUESTS

TABLE:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
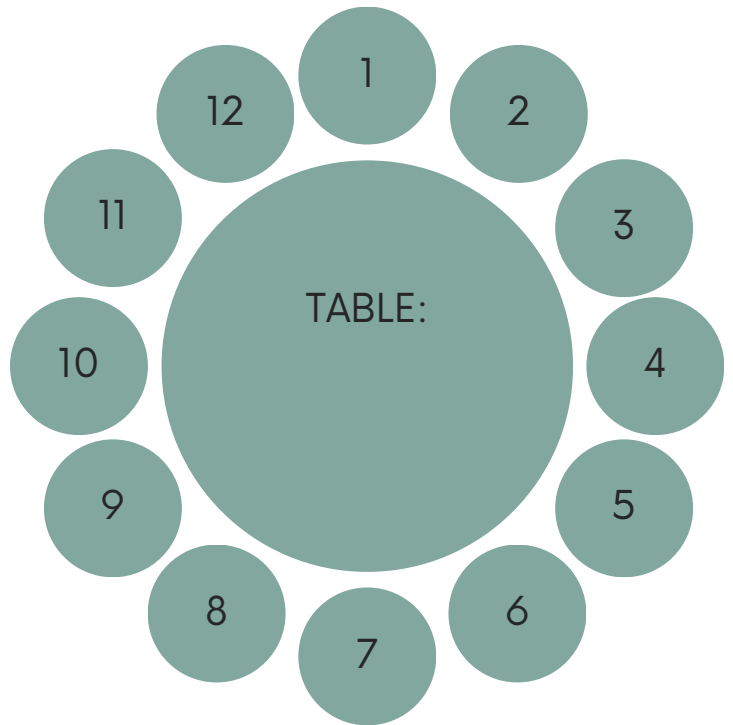
TABLE:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

4 GUESTS

TABLE:

1.

2.

3.

4.

1

TABLE:

4

2

3

TABLE:

1.

2.

3.

4.

1

TABLE:

4

2

3

TABLE:

1.

2.

3.

4.

1

TABLE:

4

2

3

6 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

1	2

TABLE:

5	6
3	4

TABLE:

1.

2.

3.

4.

5.

6.

1	2

TABLE:

5	6
3	4

8 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

1	2	3

7 TABLE: 8

4	5	6

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

1	2	3

7 TABLE: 8

4	5	6

10 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.
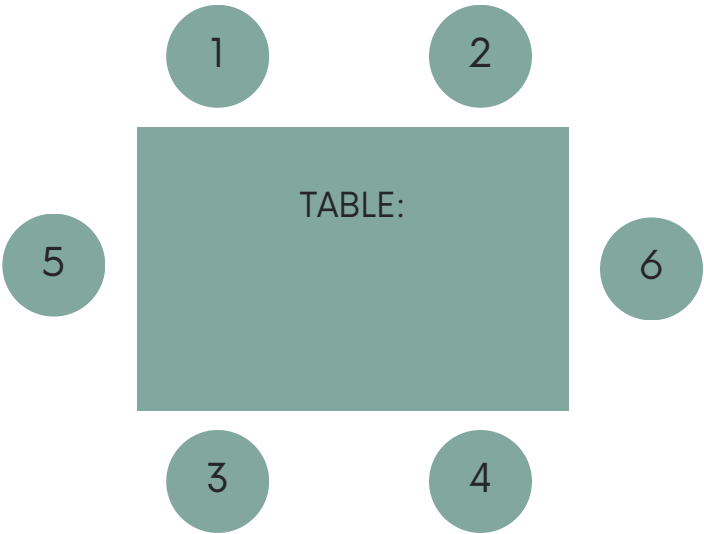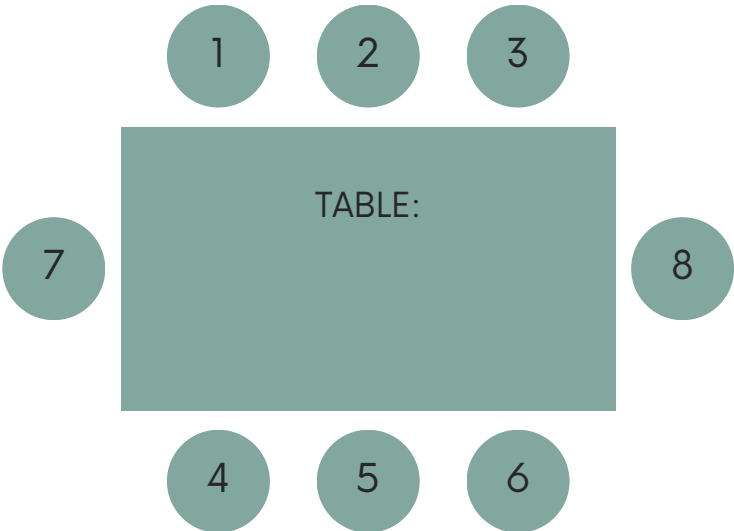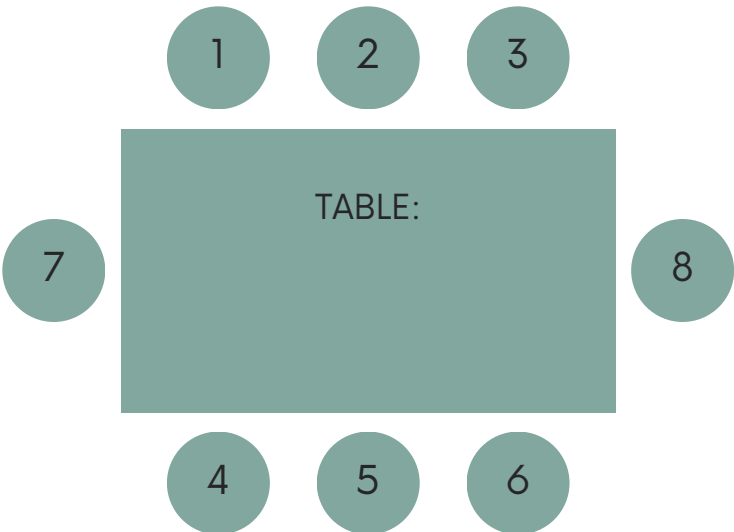
| 1 | 2 | 3 | 4 | 5 |

TABLE:

| 6 | 7 | 8 | 9 | 10 |

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

| 1 | 2 | 3 | 4 | 5 |

TABLE:

| 6 | 7 | 8 | 9 | 10 |

12 GUESTS

TABLE:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

| 1 | 2 | 3 | 4 | 5 | 6 |

TABLE:

| 7 | 8 | 9 | 10 | 11 | 12 |

TABLE:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.

| 1 | 2 | 3 | 4 | 5 | 6 |

TABLE:

| 7 | 8 | 9 | 10 | 11 | 12 |

16 GUESTS

TABLE:

1.   9.

2.   10.

3.   11.

4.   12.

5.   13.

6.   14.

7.   15.

8.   16.

(1) (2) (3) (4) (5) (6) (7) (8)

TABLE:

(9) (10) (11) (12) (13) (14) (15) (16)

6 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

2   3

1   TABLE: 4

6   5

TABLE:

1.

2.

3.

4.

5.

6.

2   3

1   TABLE: 4

6   5

8 GUESTS

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

TABLE:

2

3

4

1

TABLE:

5

8

7

6

TABLE:

1.

2.

3.

4.

5.

6.

7.

8.

TABLE:

2

3

4

1

TABLE:

5

8

7

6
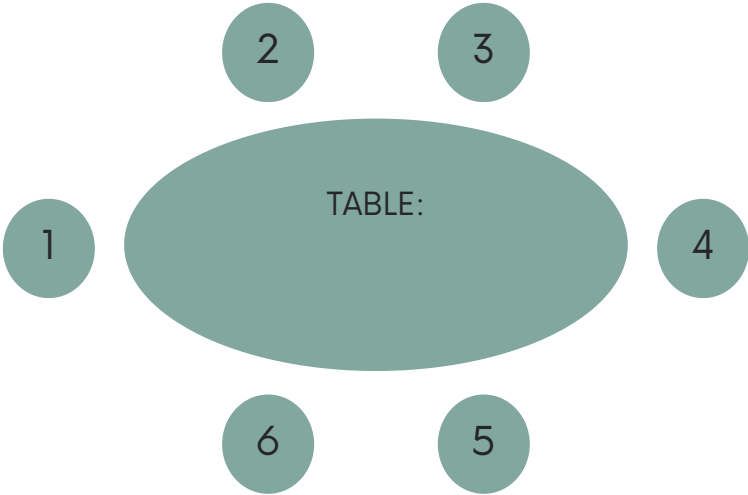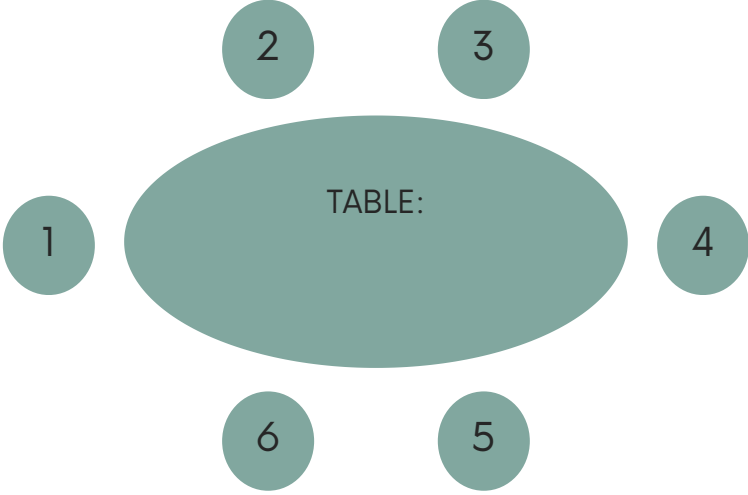
HEAD TABLE FOR 6

(1) (2) (3) (4) (5) (6)

TABLE:

TABLE:

1.   5.

2.   6.

3.   7.

4.   8.

HEAD TABLE FOR 8

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

TABLE:

TABLE:

1.   5.

2.   6.

3.   7.

4.   8.

HEAD TABLE FOR 10

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

TABLE:

TABLE:

1.   6.

2.   7.

3.   8.

4.   9.
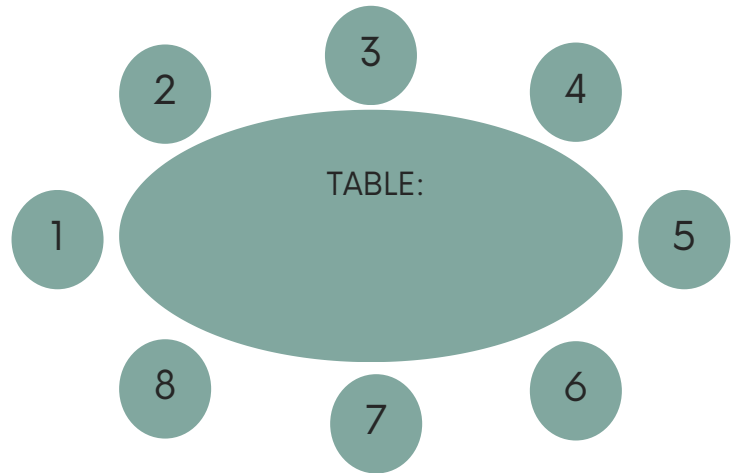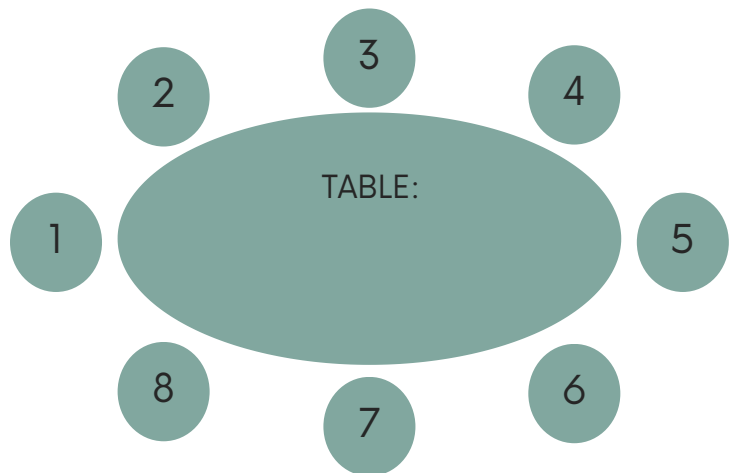
5.   10.

FLOOR PLAN

NOTES

FLOOR PLAN

EVENT SUMMERY

HOW THE DAY WENT / FUNNY STORIES

NOTES

NOTES FOR NEXT TIME

WHAT WORKED WELL

WHAT CAN BE DONE DIFFERENTLY

NOTES