

# PARTY STARTER ORGANIZER

DECORATIONS

WHEN / WHERE

WHO  
&  
WHY

ENTERTAINMENT

THEME

FOOD & DRINKS

# PARTY PLANNER WORKSHEET

INVITATIONS 

Party for \_\_\_\_\_  
 because \_\_\_\_\_  
 on \_\_\_\_\_ from \_\_\_\_\_  
 at \_\_\_\_\_

DECORATIONS		QTY	BUY	MAKE	\$
•	Balloons				
•	Streamers				
•	Banner				
•	Centerpiece				
•	Glitz				
•	Party Favors				

TABLE SETTINGS		QTY	BUY	MAKE	\$
•	Tablecloth				
•	Utensils				
•	Cups				
	Plates				
	Bowls				
•	Napkins				

FOOD & DRINKS		QTY	BUY	MAKE	\$
•	Drinks: _____				
•	Snacks: _____				
•	Main Foods: _____				
•	Sweets: _____				
•	Desserts: _____				
	_____				