

## **PARTY DETAILS**

DATE:	TIME:	
THEME:		
FOOD TYPE:		
	NOTES	
ACTIVITIES		
DECORATIONS		
FAVORS		
	IDEAS	



NAME	ADDRESS/EMAIL	PHONE	RSVP # attending



RENTALS & EQUIPMENT	VENDOR/SUPPLIER	ESTIMATED Cost	ACTUAL Cost

DECORATIONS	STORE/SUPPLIER	ESTIMATED Cost	ACTUAL Cost



FOOD & BEVERAGES	CATERER/SOURCE	ESTIMATED Cost	ACTUAL COST

MISCELLANEOUS	SOURCE	ESTIMATED Cost	ACTUAL Cost



2-3 MONTHS OUT	

11	MONTH OUT

1 WEEK OUT



THE <b>day before</b> party



DAY OF PARTY TIMELINE
8L00 AM
8:30 AM
9:00 AM
9:30 AM
10:00 AM
10:30 AM
11:00 AM
11:30 AM
12:00 PM
12:30 PM
1:00 PM
1:30 PM
2:00 PM



DAY OF PARTY TIMELINE
2:30 PM
3:00 PM
3:30 PM
4:00 PM
4:30 PM
5:00 PM
5:30 PM
6:00 PM
6:30 PM
7:00 PM
7:30 PM
8:00 PM
8:30 PM