**Party Planning Checklist**

Type :

Date/Time :

Location :

Person in Charge :

Budget :

Budget sources :

Guest list :

Decorations :

Menu :

Entertainment :

**Create schedule to D-Day**

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| --- | --- | --- | --- | --- |
| 4 Weeks | | | | |
| Item | Date/Time | PIC | Notes | Status |
| Find Party Accessories Vendor |  |  |  |  |
| Find Invitation Card Vendor |  |  |  |  |
| Find Bands |  |  |  |  |
| Find Available Places |  |  |  |  |
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| 3 Weeks | | | | |
| Item | Date/Time | PIC | Notes | Status |
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| 2 Weeks | | | | |
| Item | Date/Time | PIC | Notes | Status |
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| 1 Week | | | | |
| Item | Date/Time | PIC | Notes | Status |
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