

Holiday Party Planner



Party Details

Date: _____

Time: _____

Place: _____

Guest List

(Check the box next to the name, once you receive an RSVP.)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
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<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Total number of guests: _____

To Do List

Food:

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

Drinks:

- _____
- _____
- _____
- _____

Decorations:

- _____
- _____
- _____
- _____

Kitchen Accessories:

(ie. coffee pot, hot plate, platters etc.)

- _____
- _____
- _____
- _____
- _____

Shopping List

Food:

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

Drinks:

- _____
- _____
- _____
- _____

Decorations:

- _____
- _____
- _____
- _____

Party Accessories:

(ie. napkins, candles, CDs etc.)

- _____
- _____
- _____
- _____
- _____

