

# Summer Party Planner



## Party Details

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

## Guest List

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

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Total number of guests: \_\_\_\_\_

## Quick Tips

- For a summery centerpiece, arrange bunches of daisies in small tin buckets.
- Plastic glasses and utensils and paper plates make cleanup easy.
- Dress salads just before serving.
- Set up tables both in the sun and the shade to keep every one happy.
- Keep lots of napkins on hand for messy fingers and clean up.
- To keep beverages cold longer, place in a tub full of ice, water and salt (1 Tbsp per quart of water).
- To ward off bugs, place bunches of fresh basil or pots of citronella around the patio.

## To Do List

Food:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Drinks:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

BBQ Accessories:

- Fill Propane Tank
- Collect Coolers/Buckets
- BBQ Basting Brush
- BBQ Tongs
- BBQ Meat Thermometer
- BBQ Oil Spritzer
- BBQ Grill Basket
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Shopping List

Food & Drinks:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Decorations:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Party Accessories:

- Paper Plates
- Plastic Cutlery
- Napkins
- Bug Spray
- Ice
- Citronella Candles
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

