

Event:

Time:

Date: _____

MENU

Appetizers	Main	Drinks

ACTIVITIES

1. _____
2. _____
3. _____

DECOR

TO BUY

		Paper Goods

TO DO

1. _____
2. _____
3. _____

Location:

Start time:

Event:

Time:

Date: _____

TO MAKE

1. _____
2. _____
3. _____

TO BRING

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

MISCELLANEOUS

1. _____
2. _____

SET UP

LAYOUT

Location:

Start time: