My Party Planner

Party Time Line

| 3-4 weeks before | Make Guest List and Send out Invitations | | |
|------------------|---|--|--|
| 1 week before | Plan Menu and shopping list | | |
| 3 days before | Shop for food and decorations | | |
| 2 days before | Prepare foods that can be made ahead of the party | | |
| 1 day before | Set table, decorate, select music | | |
| Party Day! | Finish preparing the food | | |
| | Have lots of FUN! | | |
| | Guest List | | |
| | invitation list and include street address (if mailing), ema nvitation) and phone numbers. | | |
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Music Selections

| | rty time and have it repeat once. |
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| | orations/Favors |
| | and decorations that match your party to help them remember the fun! |
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| Party | Games |
| Create a list of party games/entertain | ment to match your party theme. |
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