

Party Checklist

Check when
Completed

<input type="checkbox"/>	Step 1. When and Where: Set the date, time and location
	Date:
	Time:
	Location:
	Rain Date:

<input type="checkbox"/>	Step 2. Plan the menu - Use Party Menu - Blank Printable
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<input type="checkbox"/>	Step 3. Invite Guests and Track RSVPs (Use Guest Tracker) Also track guests' dishes on the Party Menu
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<input type="checkbox"/>	Step 4. Clean Home and Set up for Party	
	Vacuum	Set up tables and chairs
	Dust	
	Mop Floors	
	Clean Bathroom	
	Laundry	

Additional tasks:

Step 5. Shop for decorations and supplies

Paper Goods:

- Cups
- Napkins
- Paper Plates
- Utensils

Supplies:

- Grilling tools
- Grilling supplies
- Wood/Charcoal
- Decorations
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- Groceries (2 days before party)
- Ice (day of party)

Additional items:

Notes:

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