Party Checklist

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Step 1. When and Where: Set the	date, time and location	
Date:		
Time:		
Location:		
Rain Date:		
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Step 2. Plan the menu - Use Party	y Menu - Blank Printable	
Step 3. Invite Guests and Track I	RSVPs (Use Guest Tracker)	
C	·	
Step 4. Clean Home and Set up for	or Party	
Vacuum		
Dust	1	
Mop Floors		
Clean Bathroom		
Laundry		
,		
Additional tasks:		
Additional tasks.		
	Date: Time: Location: Rain Date: Step 2. Plan the menu - Use Part Step 3. Invite Guests and Track Also track guests' dishes o Step 4. Clean Home and Set up for Vacuum Dust Mop Floors Clean Bathroom Laundry	Time: Location: Rain Date: Step 2. Plan the menu - Use Party Menu - Blank Printable Step 3. Invite Guests and Track RSVPs (Use Guest Tracker) Also track guests' dishes on the Party Menu Step 4. Clean Home and Set up for Party Vacuum Vacuum Set up tables and chairs Dust Mop Floors Clean Bathroom Laundry

Cups Napkins Paper Plates Utensils Supplies: Grilling tools Grilling supplies Wood/Charcoal Decorations Groceries (2 days before party)	
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Utensils Supplies: Grilling tools Grilling supplies Wood/Charcoal Decorations Groceries (2 days before party)	
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Wood/Charcoal Decorations Groceries (2 days before party)	
Decorations Groceries (2 days before party)	_
Groceries (2 days before party)	
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Ice (day of party)	
otes:	