

PARTY PLANNING CHECKLIST

PARTY DATE: _____

FUNDRAISING GOAL: _____

GUEST LIST

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

TIP: Invite more than your ideal number as some won't be able to come.

MENU

SHOPPING LIST

- | | |
|--------------------------------|--|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Paper plates, napkins, cups |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Ice |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Decorations (if desired) |



PRE-PARTY PREP:

- Schedule date and time
- Make guest list
- Send invitations (download and print invites or use an Evite)
- Choose menu
- Make shopping list
- Plan seating arrangement
- Plan setup to view video
- Test video playback on your TV or device
- Select serving pieces to suit menu
- Plan decorations, if desired
- Plan food prep schedule

DAY OF:

- Prepare food
 - TIP: Some may be prepared a day ahead*
- Chill beverages
- Decorate
- Check bathroom(s)
 - TIP: Set out extra toilet paper and hand towels.*
- Set out favors, game, and prizes (provided by Project 1.27)
- Set out food
- Welcome guests!

SAMPLE SCHEDULE

7 P.M. GREET GUESTS — SERVE COCKTAILS AND HORS D'OEUVRES, CHAT

7:30 P.M. PLAY P127 TRIVIA BINGO

7:45 P.M. SHOW VIDEO (WE PROVIDE)

SHARE YOUR PASSION — USE YOUR OWN STORY OR THE SAMPLE SCRIPT IN YOUR PACKET

ASK GUESTS TO PARTNER WITH YOU IN CARING FOR KIDS

TAKE A GROUP PIC TO SEND TO P127

8:15 P.M.— MORE FOOD AND CONVERSATION— END WHEN YOU LIKE

