

My Party Planner

• Party Planner •

PT. One ~ The Guest List

Let's start with a rough list of all the friends we would like to invite. We shall finalise this in part 10.

My Friends & Family

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

My Son's/Daughter's Friends

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

• Party Planner •

PT. Two ~ Date & Time

Fill in the boxes with potential party dates.

pm/am	pm/am	pm/am

Great! Work through your planner so you can soon decide on the perfect date.

THE PERFECT DATE & TIME IS :

.....

Ask yourself these 5 questions just to double check :

- Am I allowing myself enough time to organise the party?
- Can my friends & family make it?
- Can my son's/daughter's best friends attend?
- Can I hire the venue on this day?
- Can I get entertainment on this date?

• Party Planner •

PT. Three ~ Theme

Theme Ideas

.....
.....
.....

If you're still stuck try these quick questions ~

- My child's favourite character is
- My child wants to be when he/she grows up
- My child's favourite colour is
- My child's most watched film is
- My child's favourite story is
- My child's obsession is
- My child's most precious belonging is
- My child likes to listen to
- My child likes to learn
- My child's favourite game is

• Party Planner •

PT. Four ~ Entertainment

Entertainment Ideas

Am I doing it myself or hiring a pro?

Things I could do:

.....

.....

Professional Entertainers:

Name	What	Cost	Contact
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

*Are they DBS checked?

• Party Planner •

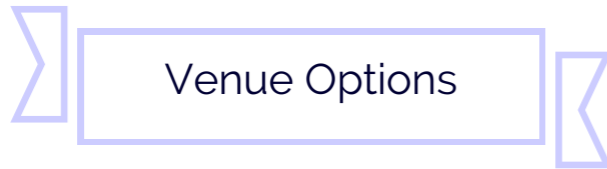
PT. Five ~ Package Parties

Package Options

Use the blanks below to describe the party package, price, What's included, location & time slots available.

• Party Planner •

PT. Six ~ Venue



Use the blanks below to describe the venue, cost, capacity, location, facilities & contact details.

• Party Planner •



• Party Planner •

PT. Seven ~ Food

Circle the options below to help you decide.

Hot

Cold

Lunch Packs

Buffet

Sit Down Meal

Do any of the guests have allergies?

Yes

No

If yes what

• Party Planner •

PT. Seven ~ Food

Food Description **Quantity & Price**

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

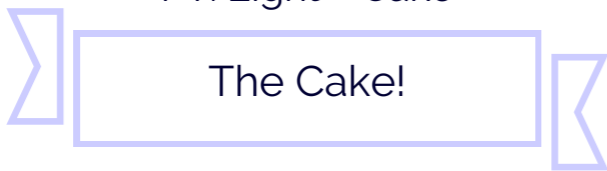
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Total -

*Print me twice if you need!

• Party Planner •

PT. Eight ~ Cake



The Cake!

What will the perfect cake be made up of?

Please circle your choices and fill in the blanks.

One Tier Two Tier Three Tier More

Flavour & Filling

Theme

Inscription

Colours

Cake Topper

Are you going to DIY or pay a Professional?

DIY professional

• Party Planner •

Cake Ingredient List

Ingredients

Quantity & Price

.....

.....

Total ~

*Print me twice if you need!

• Party Planner •

The Bespoke Cake!

Use the blanks below to fill in the baker's contact details, address, price and if they deliver!

• Party Planner •

PT. Nine ~ Order of events

Party Starts _____ (allow some time for late arrivals!)

Entertainment begins _____ & ends _____.

Game 1 _____ duration _____

Game 2 _____ duration _____

Game 3 _____ duration _____

Game 4 _____ duration _____

Game 5 _____ duration _____

Food begins _____ & ends _____.

Bringing out the birthday cake at _____

Opening presents begins _____ & ends _____.

Handing out party bags begins _____

Party Ends _____ (allow some time for late parents!)

Party clean up begins _____.

Party duration

• Party Planner •

PT. Ten ~ RSVPs

Name of guest	Yes	No
.....	<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"/>
.....	<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"/>

*Print me twice if you need!

• Party Planner •

PT. Eleven ~ Cost

What have I spent so far?

Food & Cake	<input type="text"/>	Invitations	<input type="text"/>
Decorations	<input type="text"/>	Prizes	<input type="text"/>
Venue	<input type="text"/>	Entertainment	<input type="text"/>
Party Bags	<input type="text"/>	Extras	<input type="text"/>

Left to buy : _____

Total

Is there anything I can ask friends to bring?

• Party Planner •

PT. Twelve ~ Budget

Category	W.1	W.2	W.3	W.4	W.5	W.6	W.7	W.8
Rent/Mortgage								
Car/Petrol								
Insurance								
Household Bills								
Phone/Internet								
Food								
Debt								
Child Support								
Memberships								
Other								
My Income								
What's Left								

• Party Planner •

Final Thoughts

If this planner is missing anything please email hello@partyauntie.com
THANK YOU.