



Event Planning Checklist

Budget:	_____	
Date & Time:	_____	
Guest list:	_____	
Helpers:	_____	
Location:	_____	
Theme:	_____	
Activities	_____	Notes
Cake	_____	
Cups/Plates/Utensils	_____	
Decorations	_____	
Entertainment	_____	
Favors	_____	
Invitations	_____	
Food/Drinks	_____	
Rentals	_____	

“FORGET ME NOTS”

**Batteries/ Camera/ Charged Phone/ Coat Rack/ First Aid Kit/ Ice/ Lighter
Party Music/ Radio/ Scissors/ Thank You Notes/ Working Air/Heat**

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