

HOLIDAY PARTY PLANNER

OCCASION _____

Guests to Invite

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

Foods / Drinks to be Served

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Done	Party Prep	Instructions / Notes
	Choose Date & Location	
	Formal Informal Potluck Buffet	
	Make/Buy & Send Invitations	
	Choose Entertainment (Games, Music)	
	Clean House	
	Decorate House	
	Make Shopping List	
	Go Shopping	
	Prepare Food	