



Party Planning Template

Party name/title	
Date	
Start time	
Location/Venue address	

ORGANIZER INFORMATION	
Organizer	
Contact person	
Contact phone	
Contact email	
Organizer website	

EXPENSE LIST				
Expense	Deposit	Full cost	Due date	Payment status
Venue				
Food/Catering				
Audio equipment				
Visual equipment				
Accommodation				
Travel				
Transportation				
Parking space				
Invitations				



Entertainment (DJ, animators, band, etc.)				
Rentals (cake stands, cups, glasses, food tents, etc.)				
Favors/swag bags				
Branding & publicity				
Speaker/presenter at the party				
Decoration (balloons, flowers, signage, etc.)				
Photographer/videographer				

TASK	DUE DATE	DONE
Choose a party theme		☐
Create a guest list		☐
Set event budget		☐
Pitch sponsors		☐
Shortlist event venues		☐
Book the event venue		☐
Check travel options for the guests		☐
Arrange travel tickets		☐
Design/order/buy invitations		☐
Send invitations		☐
Plan rentals (chairs, tables, service items, etc.)		☐
Arrange accommodation		☐
Sign contracts with vendors/suppliers		☐
Plan & arrange entertainment		☐



Plan the menu/arrange for catering		☐
Invite speakers/presenters		☐
Confirm speakers/presenters		☐
Book photographer and videographer		☐
Promote the party (social media, newspaper, etc.)		☐
Secure media attendance		☐
Rent/order technical equipment		☐
Organize decoration (flowers, balloons, lighting, etc.)		☐
Make a seating plan		☐
Obtain necessary permits		☐
Define & secure safety and security measures (evacuation plan, first aid, etc.)		☐
Create a party timeline (taking photos, cake, fireworks, etc.)		☐
Order favors		☐
Confirm playlist with the band/DJ		☐
Review RSVP list		☐
Gather staff and assign roles and responsibilities		☐
Chill beverages		☐
Hold final team briefing		☐
Send thank-you notes to the guests and staff		☐
Evaluate impressions of the guests		☐
Review final party budget		☐