Event Checklist

The details
THE BASICS ABOUT THE PARTY

OCCASION: _____

DATE / TIME:: _____

LOCATION: _____

THEME: _____

Party decor
INVITATIONS & OTHER DECORATIONS

Food & drinks

Guest list

1-2 months before

2 weeks before

Day of the party

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]