



noccioladesign.com

General Party Checklist & Budget Tracker

| | Cost |
|---|----------------------|
| 1 month before ... | |
| <input type="checkbox"/> Book a venue, if needed | <input type="text"/> |
| <input type="checkbox"/> Decide on a theme | |
| <input type="checkbox"/> Send invitations | <input type="text"/> |
| 1-2 weeks before ... | |
| <input type="checkbox"/> Order cake | <input type="text"/> |
| <input type="checkbox"/> Order catering and delivery, if needed | <input type="text"/> |
| <input type="checkbox"/> Shop for snacks & drinks (bottled water, juice, etc.) | <input type="text"/> |
| <input type="checkbox"/> Shop for decorations | <input type="text"/> |
| <input type="checkbox"/> Shop for favors | <input type="text"/> |
| <input type="checkbox"/> Shop for tableware (pie server, paper plates, cups, napkins & cutlery) | <input type="text"/> |
| <input type="checkbox"/> Organize games, if needed | |
| A few days before ... | |
| <input type="checkbox"/> Assemble favors | |
| 1-2 days before ... | |
| <input type="checkbox"/> Buy and prepare food, if needed | |
| The night before the party ... | |
| <input type="checkbox"/> Pack everything and put it in the car, if needed | |
| 1-2 hours before the event ... | |
| <input type="checkbox"/> Set tables, lay out the spread and put up decorations | |
| | Total |
| | <input type="text"/> |