

# Party Preparation Task List

## Planning

Choose date & time

Set budget

Create guest list

Pick a theme (optional)

## Invitations

Design invitations

Send invitations

Track RSVPs

## Shopping & Supplies

Food & drinks

Decorations

Tableware & utensils

Party favors

## Setup

Decorate venue

Arrange seating

Set up food & drinks station

## During Event

Greet guests

Organize games/activities

Take photos

Serve food & drinks

## After Party

Clean up

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Send thank you notes

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