Party Planning Event Status Checklist

TASK	DUE DATE	STATUS	NOTES
Define party theme and goals		☐	
Set budget		☐	
Book venue		☐	
Send invitations		☐	
Arrange catering		☐	
Organize entertainment		☐	
Order decorations and supplies		☐	
Coordinate setup & teardown		☐	
Confirm guest attendance		☐	
Finalize schedule		☐	