

THE **BRAT SHACK** PARTY STORE

FREE PARTY PLANNING CHECKLIST

Plan it. Check it. Celebrate!

Celebration: _____ Date: _____ Budget: _____

START HERE

- ☐ Choose your date and time
- ☐ Set your budget
- ☐ Pick your theme and colors
- ☐ Make your guest list
- ☐ Book your venue

MAKE IT PERSONAL

- ☐ Choose a backdrop or photo area
- ☐ Plan centerpieces and table décor
- ☐ Order custom favors
- ☐ Prepare signs and party stationery
- ☐ Create your music playlist

RESERVE & ORDER

- ☐ Send invitations
- ☐ Book entertainment
- ☐ Plan food, drinks and cake
- ☐ Reserve tables, chairs and rentals
- ☐ Order balloons and decorations

FINAL CHECK

- ☐ Confirm guests and vendors
- ☐ Confirm delivery and setup times
- ☐ Pack party supplies and favors
- ☐ Prepare final payments
- ☐ Take photos—and enjoy your party!

NOTES

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www.thebratshack.com

Cause We Love to Party!