

PARTY CHECKLIST

Event: _____ Date: ___/___/___ Time: _____ Location: _____

| Total Tasks | # | Completed | # | Pending | # | Budget Remaining | \$ | Days Until Event | # |
|-------------|---|-----------|---|---------|---|------------------|----|------------------|---|
| | | | | | | | | | |

| Task / Item | Assigned To | Due Date | Status | Notes |
|-------------|-------------|----------|--------|-------|
|-------------|-------------|----------|--------|-------|

3-4 WEEKS BEFORE

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

1-2 WEEKS BEFORE

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

DAY BEFORE

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

DAY OF THE EVENT

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

POST-PARTY CLEANUP

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |