Party Planner

Mother Nature is inviting us to play outdoors as the weather turns warmer. So spring into action this season by celebrating with family and friends. Use our planning pages to help organize your event, whether it's for a couple or a crowd. The pages can also be downloaded at *hoffmanmedia.com/celebrate*.

Party Theme

Date:_____

Time:_____

Place:_____

Dress:_____

Given by:_____

_____

Getting It Together Before the Party

2–4 weeks before	Send out invitations.
1 week before	Plan menu.
3 days before	Shop for food.
2 days before	Prepare any foods that can be made ahead.
1 day before	Set table, select music, clean house.
Party Day	Finish preparing food.
	HAVE FUN!

Guest List

Write your party invitation list. Include street and e-mail addresses and phone numbers.

Music Selections

Select music to match your party theme.

Flower or Centerpiece Ideas

List ideas for flowers or centerpieces to go with the theme of the party.

Menu

Select your favorite recipes, and jot down ideas that suit your event.

Shopping List

Prepare your grocery list from the recipes you've chosen for your party menu.

Notes

Don't forget to . . .