

Party Planning Checklist

COMPLETED ITEM	ITEM NAME	NOTES
<input type="checkbox"/>	Date and time	
<input type="checkbox"/>	Guest list	
<input type="checkbox"/>	Budget	
<input type="checkbox"/>	Theme	
<input type="checkbox"/>	Location	
<input type="checkbox"/>	Venue	
<input type="checkbox"/>	Food and drink	
<input type="checkbox"/>	Transport	
<input type="checkbox"/>	Music	
<input type="checkbox"/>	Decor	
<input type="checkbox"/>	Helpers/ staff	
<input type="checkbox"/>	Digital hashtags	
<input type="checkbox"/>	Parking	