# March Party Planner

Plan the details here before you shop.

## THE PARTY DETAILS

| PLANNING DETAIL | YOUR PLAN |
| --- | --- |
| Guest of honor and occasion | |
| Theme and main colors | |
| Guest count and RSVP deadline | |
| Spending limit | |
| Date, start time, and end time | |
| Location and indoor backup | |
| Main food, snacks, and dessert | |
| Drinks and nonalcoholic options | |
| Main activity | |
| Supplies to buy, borrow, or reuse | |
| Tasks to delegate | |

Next: map out your party-day timeline on page 2.

# Party-Day Timeline

Give each part of the day a time, a task, and a person to help.

**Party date:** _____ **Guest arrival:** _____

| TIME | TASK / DETAILS | WHO |
|---|---|---|
| | **Setup** | |
| | **Food preparation or pickup** | |
| | **Guest arrival** | |
| | **Main activity** | |
| | **Cake or dessert** | |
| | **Cleanup** | |

**LEAVE A LITTLE EXTRA TIME**

Leave extra time between tasks that depend on deliveries or help arriving.

**Reminders / last-minute details**