

Party Planning Workbook*

Basic Details

Party/Event type (ex. birthday, anniversary, etc.): _____

Guest(s) of honor: _____

Date: _____ Time: _____

Location: _____

Theme (optional): _____

*Webster defines **priorities** as follows
: the things that someone cares about and thinks are important
: things that are more important than other things and that need to be done or dealt with
first*

Party Priorities

Top priority: _____

Second priority: _____

Third priority: _____

*Your priorities will determine **what you need** to make your party a success – success being determined by how well your priorities are met. Once you know what you want to get out of the party you can make a list of the things you need – not want – to get you there.*

Party Necessities

Party Necessities (cont.)

If there is money left over you can add on the things that you want.

Party wants

*You should **budget for the necessities**. Then add in extra things you want as your budget allows. List each necessity from above and the minimum, but realistic, amount you think it will cost you.*

Necessity: _____ \$ _____	Necessity: _____ \$ _____
Necessity: _____ \$ _____	Necessity: _____ \$ _____
Necessity: _____ \$ _____	Necessity: _____ \$ _____
Necessity: _____ \$ _____	Necessity: _____ \$ _____
Necessity: _____ \$ _____	Necessity: _____ \$ _____
Necessity: _____ \$ _____	Necessity: _____ \$ _____

Budget total: \$_____

Think about what aspects of the party you can take care of for **free**. This includes things you can acquire at no cost, things you can borrow, and things you can get others to volunteer to do for you.

Freebies List

Freebie: _____ Source: _____

Freebie: _____ Source: _____

Freebie: _____ Source: _____

Freebie: _____ Source: _____

Freebie: _____ Source: _____

Freebie: _____ Source: _____

*If your goal is to plan this party without using any of your family's everyday income like I did in [Beautiful, Bountiful, Budget Birthday Party: How to Throw a Successful Party for Essentially Free](#) here is where you can **keep track of money you make** to finance the party. If not, and you already have money set aside for this event, you can skip this section. You can see the ebook or search online for money making ideas. If you're a busy mom like me, try to focus was on finding ways to make a few bucks here and there without having to invest a lot of time.*

Money In

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

Source: _____ Date: _____ \$ _____

