

## Party Planning Organizer

Date of Event	
Time Begins	
Time Ends	
Location of Event	
Contact Person	
Contact Phone	
Caterer	
Caterer Phone	
Band	
Band Phone	
Florist	
Florist Phone	
Limo	
Limo Phone	
Photographer	
Photographer Phone	

### Invitations

# of Invitations	# of Stamps

### Party Paper Goods

Plates	Spoons
Napkins	Serving Utensils
Knives	Place Cards
Forks	Name Tags

## Flowers

Head Table	Corsages
Centerpieces	

## Party Help

Time	
Attire	
Name/Phone #	

## Entertainment

Time	
Attire	
Name/Phone #	

## Bar and Beverage Service

#	Cups	Lemons, Limes, Olives
	Coffee Urn, Tea Urn	Corkscrew, Can Opener
	Cream, Sugar, Sweetener	Jigger, Shaker Glasses
	Spoons, Stirrers	Knife, Spoon
	Waste Bags, Trash Cans, Towels	Pitchers
#	Glasses	Mixers
	Ice Cubes, Ice Bucket	Wine/Beer
	Cocktail Napkins	Liquor

### Linens

Item	Number	Size	Shape
Overlay			
Table Cloths			
Napkins			
Placemats			
Hand Towels			
Other			

### Server Wares

China		Flatware		Crystal		Other	
#	Dinner Plates	#	Dinner Forks	#	Water	#	Salt/Pepper
#	Salad Plates	#	Salad Forks	#	Wine	#	Ash Tray
#	Dessert Plates	#	Dessert Forks	#	Tea	#	Coat Check
#	Bread/Butter	#	Butter Knife	#	Champagne	#	Table Nbrs.
#	Cup/Saucer	#	Steak Knife	#	Cocktail	#	Serving Pieces
#	Soup	#	Teaspoon	#	Carafe	#	Serving Dishes
#	Other	#	Soup Spoon	#	Other	#	Other

### Rental Items

Item	Rented From	Delivery Date	Return Date