



Holiday Party Planning Essentials

A COLLECTION OF PRINTABLES

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Budget Planner

FOOD & DRINK

DESCRIPTION

BUDGET

ACTUAL

DIFFERENCE

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
|-------------|--------|--------|------------|
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DECORATIONS

DESCRIPTION

BUDGET

ACTUAL

DIFFERENCE

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
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OTHER

DESCRIPTION

BUDGET

ACTUAL

DIFFERENCE

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
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Budget Planner

FOOD & DRINK

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
|-------------------------|--------|--------|------------|
| Main course | | | |
| Side dishes | | | |
| Appetizers | | | |
| Alcoholic beverages | | | |
| Non-alcoholic beverages | | | |
| Desserts | | | |
| | | | |
| | | | |
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DECORATIONS

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
|-------------|--------|--------|------------|
| Flatware | | | |
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OTHER

| DESCRIPTION | BUDGET | ACTUAL | DIFFERENCE |
|------------------|--------|--------|------------|
| Party favors | | | |
| Activities/games | | | |
| Entertainment | | | |
| | | | |
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Serving Guide

Food

| | | TOTAL NEEDED |
|-----------------------------|---|--------------|
| APPETIZERS (BEFORE A MEAL) | = 6 pieces per guest | _____ |
| APPETIZERS (NO MAIN COURSE) | = 4-6 pieces per guest, per hour | _____ |
| MAIN COURSE/SANDWICHES | = 1.5 servings per guest | _____ |
| SIDE DISHES | = 1-2 options: 2 servings of each, 3+ options: 1 serving of each | _____ |
| MEATS | = 1 piece of each type per person | _____ |

Drinks

| | | TOTAL NEEDED |
|---|--------------------------------|--------------|
| PUNCH OR TEA (ALCOHOL IS SERVED) | = 2 gallons per 25 guests | _____ |
| PUNCH OR TEA (ALCOHOL IS NOT SERVED) | = 4 gallons per 25 guests | _____ |
| SODA | = 12 cans per 6 guests | _____ |
| WINE | = 5 bottles per 6 guests | _____ |
| LIQUOR | = 1 bottle per 6 guests | _____ |
| MIXERS | = 1 liter of each per 6 guests | _____ |
| BEER | = 3 six packs per 6 guests | _____ |
| ICE | = 1 lb. per guest | _____ |

Sweets

| | | TOTAL NEEDED |
|-----------|--------------------------|--------------|
| CAKE | = 1.25 slices per guest | _____ |
| COOKIES | = 3 per guest | _____ |
| ICE CREAM | = 1 gallon per 25 guests | _____ |
| CANDY | = 1 cup per 2 guests | _____ |

Menu Planner

DATE:

TIME:

CATEGORY

ITEM(S)

ALLERGENS

RESPONSIBLE

Ex. Dessert

Brownies

Peanuts

Myself

Notes

Shopping List

FRUITS & VEGGIES

DRY GOODS

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MEAT & FISH

FRIDGE & FREEZER

MISC.

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Menu

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The Pre-Party Checklist

BEFORE YOU GET STARTED

- Pick the right date
- Send out invitations
- Finalize the guest list
- Set a budget
- Determine a theme
- Plan out your menu
- Do some math to figure out supplies & food
- Consider layout & traffic flow
- Relax! Parties are meant to be fun, not stressful.



REFRESHMENTS

Vertical list of 15 red-outlined checkboxes on the left, with horizontal green lines extending to the right for notes.

FOOD

Vertical list of 15 red-outlined checkboxes on the left, with horizontal green lines extending to the right for notes.

Notes

IMPORTANT

Horizontal green lines for notes under the 'IMPORTANT' section.

OTHER

Horizontal green lines for notes under the 'OTHER' section.

The Supplies

Notes

A vertical column of 25 red-outlined checkboxes on the left side of the page, each corresponding to a horizontal green line for notes.

IMPORTANT

Five horizontal green lines for taking notes under the 'IMPORTANT' section.

OTHER

Eight horizontal green lines for taking notes under the 'OTHER' section.

The House

Notes

IMPORTANT

OTHER

Lined writing area with a vertical column of 20 red-outlined boxes on the left side.

Two separate lined writing areas, one under the 'IMPORTANT' header and one under the 'OTHER' header, both enclosed in a green border.

