## partyplanner

event:			 reserve venue		
date: time:		 □ send invitations			
location:			 $\square$ plan food		
backup location:			□ plan games/activities		
			□ prepare party f	avors	
{attendees}					
		addraca	invited	DC//D/d	
name		address	invited	RSVP'd	
-					
·					
{party schedule}					
time	activity		notes		
	,				

## birthday partyplanner (cont.)

## {food}

description:	ingredients:
description:	ingredients:
notes:	
description:	ingredients:
notes:	
description:	ingredients:
notes:	
description:	ingredients:
notes:	
{games/activities}	
description:	supplies:
description:	supplies:
notes:	
description:	supplies:
notes:	
description:	supplies:
notes:	
description:	supplies:
notes:	

## birthday partyplanner (cont.)

{decorations}	{shopping list}
□ streamers	
□ balloons	
□ tablecloth(s)	
□ table topper(s)	
□ plates/cups/napkins	
□ confetti	
{notes}	