

HOLIDAY PARTY Planning Checklist

Party Details

Date: _____ Time: _____

Location: _____

Menu

Guest List

_____	RSVP Y/N
_____	RSVP Y/N
_____	RSVP Y/N
_____	RSVP Y/N
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_____	RSVP Y/N
_____	RSVP Y/N
_____	RSVP Y/N

Decorations / Favors

Notes

- Invitations Purchased
- Invitations Mailed