

# Party Prep BRAINSTORMING

Occasion: \_\_\_\_\_

Possible Dates/Times/Locations: \_\_\_\_\_

\_\_\_\_\_

Theme ideas: \_\_\_\_\_

\_\_\_\_\_

Approximate No. of Guests: \_\_\_\_\_

Budget: \_\_\_\_\_

## Food

*Finger foods only or full meal?  
Food provided or potluck?  
Buffet style, sit-down, or cocktail party?*

Appetizers:

Main Course/Sides:

Dessert:

Drinks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Decorations

Areas to Decorate:  
*(i.e. food table, side tables, front door/entry, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Centerpiece(s):    Yes:     No:     Ideas:

Banner(s)            Yes:     No:     Ideas:

Party Favors:        Yes:     No:     Ideas:

Other table top décor:    Yes:     No:     Ideas:

Other décor ideas:    Yes:     No:     Ideas:

