

# PARTY WORKSHEET

**DAY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**START TIME:** \_\_\_\_\_ **END:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**PARTY TYPE & TITLE:** \_\_\_\_\_

**GUEST OF HONORS NAME:** \_\_\_\_\_

**NAMES TO BE INTRODUCED:** \_\_\_\_\_

FAMILY FIRST THEN GUEST OF HONOR / ALL TOGETHER / JUST GUEST OF HONOR

**WILL THERE BE A TOAST? WHO?** \_\_\_\_\_

**ANY SPECIAL INSTRUCTIONS?** \_\_\_\_\_

**WILL THERE BE A SPECIAL DANCE? WHO?** \_\_\_\_\_

**WHAT SONG?** \_\_\_\_\_ **WILL ANYONE JOIN IN?** \_\_\_\_\_

**Will WE CUT THE CAKE?** \_\_\_\_\_ **Song?** \_\_\_\_\_

**ANNOUCEMENTS:** \_\_\_\_\_

**GAMES:** YES / NO

**ANY SPECIAL INSTRUCTIONS?** \_\_\_\_\_

**TRIVIA - MUSICAL SCAVENGER HUNT - BASKETBALL SHOOT - MUMMY**

**HULA HOOPS - GOLF CHAMPIONSHIP - LIMBO CONTEST - HUMAN BRIDGE**

**OTHER:** \_\_\_\_\_

**PRIZES: POWER PACKAGE - ULTIMATE PACKAGE** **NUMBER OF GUESTS:** \_\_\_\_\_

**ANY SPECIAL INSTRUCTIONS?** \_\_\_\_\_

**OTHER:** \_\_\_\_\_

\_\_\_\_\_

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