

# PARTY PLANNER CHECKLIST

**SELECT FACILITY/CATERER**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**FINALIZE MENU WITH FACILITY/CATERER**

Deadline: \_\_\_\_\_

**PAY DEPOSIT TO RESERVE DATE**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**CONFIRM NUMBER OF GUESTS**

Deadline: \_\_\_\_\_ Number to Confirm: \_\_\_\_\_

**PREPARE CHECK FOR PAYMENT OF BALANCE**

Balance Due: \_\_\_\_\_

**SELECT PRINTER FOR INVITATIONS**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ORDER INVITATIONS AND PAY DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**PICK UP INVITATIONS**

Agreed Date: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**MAIL OUT INVITATIONS**

Deadline: \_\_\_\_\_

Form Provided by:



www.guamdiner.com | Phone: 477-8059 | Fax: 472-5980



# PARTY PLANNER CHECKLIST

**SELECT PHOTOGRAPHER**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR VIEWING OF PROOFS AND ORDER PRINTS**

Agreed Date/Time: \_\_\_\_\_ Date Prints Ordered: \_\_\_\_\_

Date Prints Promised: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**SELECT VIDEOGRAPHER**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR DELIVERY OF EDITED VIDEO**

Agreed Date/Time: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Form Provided by:



www.guamdiner.com | Phone: 477-8059 | Fax: 472-5980

# PARTY PLANNER CHECKLIST

**SELECT FLORIST**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ORDER FLOWERS AND PAY DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR DELIVERY OF FLOWERS**

Agreed Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Balance Due: \_\_\_\_\_

**SELECT BAKERY/BAKER FOR CAKE**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**ORDER CAKE AND PAY DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR PICKUP OR DELIVERY OF CAKE**

Agreed Date/Time: \_\_\_\_\_ Balance Due: \_\_\_\_\_

**SELECT LIVE BAND/MUSIC/DISC JOCKEY**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**CONFIRM DATE AND PAY DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**AGREE ON SETUP TIME FOR DAY OF EVENT**

Agreed Time: \_\_\_\_\_ Balance Due: \_\_\_\_\_



# PARTY PLANNER CHECKLIST

**CANOPY/CHAIR/TABLE RENTAL**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVE DATE & MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

**ARRANGE FOR PICKUP OR DELIVERY**

Agreed Date/Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Balance Due: \_\_\_\_\_

**JUMPER RENTAL OR OTHER ENTERTAINMENT**

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVE DATE & MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_

**ARRANGE FOR PICKUP OR DELIVERY**

Agreed Date/Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Balance Due: \_\_\_\_\_

Form Provided by:



www.guamdiner.com | Phone: 477-8059 | Fax: 472-5980

# PARTY PLANNER CHECKLIST

**OTHER SERVICE** \_\_\_\_\_

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVE DATE & MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR PICKUP OR DELIVERY**

Agreed Date/Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Balance Due: \_\_\_\_\_

**OTHER SERVICE** \_\_\_\_\_

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**RESERVE DATE & MAKE DEPOSIT**

Deadline: \_\_\_\_\_ Deposit Payed: \_\_\_\_\_

**ARRANGE FOR PICKUP OR DELIVERY**

Agreed Date/Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Balance Due: \_\_\_\_\_

Form Provided by:



www.guamdiner.com | Phone: 477-8059 | Fax: 472-5980

