

EVENT PLANNER



• Event:	• Date:
• Purpose of the event:	• Time:
	• Location:
	• Budget:

• Theme/Brainstorm Ideas	• Shopping List

Task Description	Priority	Timeline Date	✓
Invitations	○ ○ ○		○
	○ ○ ○		○
	○ ○ ○		○
	○ ○ ○		○
	○ ○ ○		○
	○ ○ ○		○

• Guest List		

☀ Sight

☀ Sound

☀ Smell

☀ Taste

☀ Touch/Experience

ENJOY THE PROCESS!