

# 23 Event Planning Templates (Google Sheets)

**VENDOR INFO**

EVENT: \_\_\_\_\_

**VENDOR SERVICE**

| VENDOR NAME |
|-------------|
|             |
|             |
|             |
|             |
|             |
|             |
|             |

**EVENT DATE:** \_\_\_\_\_

**VENDOR SERVICE**

| VENDOR NAME |
|-------------|
|             |
|             |
|             |

# PARTY SCHEDULE

EVENT:

EVENT DATE:

HOURLY SCHEDULE

| TIME     |  |
|----------|--|
| 6:00 AM  |  |
| 6:30 AM  |  |
| 7:00 AM  |  |
| 7:30 AM  |  |
| 8:00 AM  |  |
| 8:30 AM  |  |
| 9:00 AM  |  |
| 9:30 AM  |  |
| 10:00 AM |  |
| 10:30 AM |  |
| 11:00 AM |  |
| 11:30 AM |  |
| 12:00 PM |  |
| 12:30 PM |  |
| 1:00 PM  |  |
| 1:30 PM  |  |
| 2:00 PM  |  |
| 2:30 PM  |  |
| 3:00 PM  |  |
| 3:30 PM  |  |
| 4:00 PM  |  |
| 4:30 PM  |  |
| 5:00 PM  |  |
| 5:30 PM  |  |
| 6:00 PM  |  |
| 6:30 PM  |  |
| 7:00 PM  |  |
| 7:30 PM  |  |
| 8:00 PM  |  |
| 8:30 PM  |  |
| 9:00 PM  |  |
| 9:30 PM  |  |
| 10:00 PM |  |
| 10:30 PM |  |
| 11:00 PM |  |
| 11:30 PM |  |
| 12:00 AM |  |

## ACTIVITY SCHEDULE

EVENT:

TASK PROGRESSION

| #  | TASK |
|----|------|
| 1  |      |
| 2  |      |
| 3  |      |
| 4  |      |
| 5  |      |
| 6  |      |
| 7  |      |
| 8  |      |
| 9  |      |
| 10 |      |
| 11 |      |
| 12 |      |
| 13 |      |
| 14 |      |
| 15 |      |
| 16 |      |
| 17 |      |
| 18 |      |

## ACTIVITY & ENTERTAINMENT PLANNER

EVENT: \_\_\_\_\_
EVENT DATE: \_\_\_\_\_

| TASK PROGRESSION |      |          |          |          |                          |
|------------------|------|----------|----------|----------|--------------------------|
| #                | TASK | CATEGORY | PRIORITY | DUE DATE | DONE                     |
| 1                |      |          |          |          | <input type="checkbox"/> |
| 2                |      |          |          |          | <input type="checkbox"/> |
| 3                |      |          |          |          | <input type="checkbox"/> |
| 4                |      |          |          |          | <input type="checkbox"/> |
| 5                |      |          |          |          | <input type="checkbox"/> |
| 6                |      |          |          |          | <input type="checkbox"/> |
| 7                |      |          |          |          | <input type="checkbox"/> |
| 8                |      |          |          |          | <input type="checkbox"/> |
| 9                |      |          |          |          | <input type="checkbox"/> |
| 10               |      |          |          |          | <input type="checkbox"/> |
| 11               |      |          |          |          | <input type="checkbox"/> |
| 12               |      |          |          |          | <input type="checkbox"/> |
| 13               |      |          |          |          | <input type="checkbox"/> |
| 14               |      |          |          |          | <input type="checkbox"/> |
| 15               |      |          |          |          | <input type="checkbox"/> |
| 16               |      |          |          |          | <input type="checkbox"/> |
| 17               |      |          |          |          | <input type="checkbox"/> |
| 18               |      |          |          |          | <input type="checkbox"/> |

**TIME CHECKLIST**

EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

**ONE MONTH PRIOR**

3 WEEKS PRIOR

2 WEEK PRIOR

2 DAYS PRIOR