



entertaining CHECKLIST

OCCASION		DATE / TIME
GUESTS		NOTES: WHO'S BRINGING WHAT / VENDORS / BUDGET
	YES NO	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
	☐ ☐	
MENU + DRINKS		TO DO
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
SHOPPING LIST		FLOWERS + DECOR
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
☐		☐
		MUSIC + ENTERTAINMENT
☐		☐
☐		☐
☐		☐
☐		☐