

YOUR PARTY MASTERPLAN

party theme:

occasion:

location:.....

date:.....

time:.....

One month ahead

task	notes	person responsible	done
Go to Mrs Fox's website for ideas inspiration & to order your <i>Party Box</i>			<input type="checkbox"/>
Book venue			<input type="checkbox"/>
Rentals; hire bouncy castle/entertainers etc			<input type="checkbox"/>
Plan menu			<input type="checkbox"/>
Send out invitations			<input type="checkbox"/>

Two weeks ahead

task	notes	person responsible	done
Confirm RSVPs			<input type="checkbox"/>
Confirm <i>Mrs Fox's Party Bags</i>			<input type="checkbox"/>
Order cake			<input type="checkbox"/>
Confirm menu			<input type="checkbox"/>
Create shopping list			<input type="checkbox"/>
Create music play list			<input type="checkbox"/>



For more of Mrs Fox's party ideas visit www.mrsfoxs.com
 contact us: info@mrsfoxs.com

Find Mrs Fox's on

YOUR PARTY MASTERPLAN

One week ahead

task	notes	person responsible	done
Confirm venue & rentals	<input type="checkbox"/>
Check weather	<input type="checkbox"/>
Weather Plan B	<input type="checkbox"/>
Confirm with helpers	<input type="checkbox"/>
Plan games & crafts	<input type="checkbox"/>
Finalize menu	<input type="checkbox"/>

Two days ahead

task	notes	person responsible	done
Shop for food & beverages	<input type="checkbox"/>
Organize serving dishes etc	<input type="checkbox"/>
Bake cake (or buy)	<input type="checkbox"/>
Clean house	<input type="checkbox"/>
Clean garden	<input type="checkbox"/>
Charge cameras	<input type="checkbox"/>
Organize games & crafts	<input type="checkbox"/>
Make a list for helpers	<input type="checkbox"/>
Check weather	<input type="checkbox"/>
Weather Plan B	<input type="checkbox"/>
Get some rest (you'll need it!)	<input type="checkbox"/>



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The Big Day!

task	notes	person responsible	done
Have breakfast	<input type="checkbox"/>
Check weather	<input type="checkbox"/>
Weather Plan B	<input type="checkbox"/>
Finish preparing food	<input type="checkbox"/>
Pick up cake	<input type="checkbox"/>
Buy food (ice for drinks?)	<input type="checkbox"/>
Set up furniture	<input type="checkbox"/>
Set up games & crafts	<input type="checkbox"/>
Decorate hall/ house/ garden	<input type="checkbox"/>
Decorate party table	<input type="checkbox"/>
Fill goodie bags	<input type="checkbox"/>
Set food ready to be cooked (30 mins ahead)	<input type="checkbox"/>
Turn on music	<input type="checkbox"/>
Have a Great Time!	<input type="checkbox"/>

Congratulations on throwing a party your child will always remember!



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Extra Notes & Doodles!

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