PARTY GAME BOOK

Party planner pack

An eight-week countdown, a budget worksheet with the per-guest math written out, and a page for every phone number you will need. Print the whole pack, or just the pages you want.

KIND OF PARTY

DATE AND TIME

PLACE

GUEST OF HONOR

HOST OR HOSTS

THEME

GUESTS EXPECTED

TARGET TOTAL

COLORS

How to use this pack

- [ ] Fill in the box above. Dates on the countdown are party date minus the days shown.
- [ ] Work the countdown from the top. Skip tasks that do not fit your party.
- [ ] Use the budget page once you have a guest count, and again when the RSVPs are in.
- [ ] Keep vendor details on the last page, where you can find them fast.

Good to know

Showers are usually given four to six weeks before a due date, and bridal showers fit best from two months to two weeks before a wedding, according to the Emily Post Institute. Baby shower invitations go out three to six weeks ahead. The rest of the schedule is our own.

The web page has the sources and links: partygamebook.com/baby-shower-themes-and-party-planning/

Theme notes

DECOR IDEAS

FOOD AND DRINK

GAMES AND ACTIVITIES

INVITATION LINE

Free to print for personal, classroom and non-commercial use. This pack contains no prices: every amount is one you write in.

EIGHT-WEEK COUNTDOWN

Countdown

Write the real date next to each task. Tags show tasks for one kind of party only.

	WHEN	TASK	DATE	WHO
☐	56 days before (week 8)	Pick the date and the start time. Check with the guest of honor, or the person closest to them, before you announce anything.		
☐	56 days before (week 8)	Decide who is hosting and who pays for what. Co-hosts can split both the work and the bill.		
☐	56 days before (week 8)	Set a total budget and a guest-count ceiling. Put both into the budget tool below.		
☐	56 days before (week 8)	Check the timing. Showers are usually given four to six weeks before the due date, but some parents would rather wait until after the birth. baby shower only		
☐	56 days before (week 8)	Check the timing. The ideal window for a bridal shower is two months to two weeks before the wedding, once the couple has firm plans. bridal shower only		
☐	56 days before (week 8)	Check the calendar for the school ceremony, holiday weekends and other families' parties. graduation / birthday only		
☐	49 days before (week 7)	Choose the space: home, yard, hall or restaurant room. Ask about deposits and rules for decor, food and cleanup.		
☐	49 days before (week 7)	Draft the guest list with addresses or emails, and open the guest tracker below.		
☐	49 days before (week 7)	Pick a theme with the guest of honor. Ask what they would not want, too.		
☐	49 days before (week 7)	Ask the parents about a registry or wish list, and about gifts in general. Not everyone wants a pile. baby shower only		
☐	42 days before (week 6)	Sketch the schedule: arrivals, food, one or two activities, gifts (or not), cake and goodbyes.		
☐	42 days before (week 6)	Plan the menu. Decide how you will ask about food allergies and dietary needs.		
☐	42 days before (week 6)	Order anything made to order: the cake, custom banners, rentals.		
☐	42 days before (week 6)	Check that shower guests are also on the wedding list. The usual exception is a coworkers' shower. bridal shower only		
☐	35 days before (week 5)	Finish the invitation wording and pick an RSVP date two weeks before the party.		

Countdown (page 2)

	WHEN	TASK	DATE	WHO
☐	35 days before (week 5)	Line up helpers: someone for photos, someone for kids, someone on dishes.		
☐	28 days before (week 4)	Send the invitations. Emily Post gives three to six weeks before the shower as the usual window. baby shower only		
☐	28 days before (week 4)	Send the invitations. Four weeks out gives guests time to answer and plan. not baby shower		
☐	28 days before (week 4)	Give each co-host and helper one named job: setup, food, photos or cleanup.		
☐	21 days before (week 3)	Buy or make the decor, favors and prizes. Test any craft once before you make twenty.		
☐	21 days before (week 3)	Print the games, signs and food labels. The printable pack below has the labels.		
☐	21 days before (week 3)	Confirm the cake and any catering by phone or email.		
☐	14 days before (week 2)	RSVP deadline. Follow up with anyone who has not answered, in a friendly way.		
☐	14 days before (week 2)	Update the headcount in the budget tool and look at the total again.		
☐	14 days before (week 2)	Make a rain plan, a parking plan and a step-free route for anyone who needs one.		
☐	10 days before	Buy drinks and non-perishables. Borrow tables, chairs and coolers.		
☐	7 days before	Send the final headcount and dietary needs to the caterer, bakery or venue.		
☐	7 days before	Write a one-page run of show for your helpers: who does what, and when.		
☐	7 days before	Charge the camera, pick a playlist and gather a basket of prizes.		
☐	7 days before	Check the fridge. It should read 40°F or below, with room for the party food.		

Countdown (page 3)

	WHEN	TASK	DATE	WHO
☐	3 days before	Shop for perishables. Prep what holds: dips, desserts, drinks.		
☐	2 days before	Set up one table as a test run, so you find what is missing while stores are still open.		
☐	1 days before	Set up the room. Chill drinks, clear fridge space and put a sticky note on every serving dish.		
☐	1 days before	Write the food labels: dish name, ingredients, and the major allergens it contains.		
☐	Party day	Start setting up two to three hours early. Put cold food out last.		
☐	Party day	Start a timer when food goes out. Throw out perishables after two hours, or one hour above 90°F, and keep hot food at 140°F or above.		
☐	Party day	Keep a gift list, with who gave what, for the thank-you notes.		
☐	Party day	Put leftovers in the fridge within two hours.		
☐	1 days after	Return rentals and borrowed items. Settle costs with your co-hosts.		
☐	3 days after	Share photos with guests. Ask before posting anyone else's children online.		
☐	7 days after	Send thank-you notes. Emily Post suggests finishing them before the baby arrives if you can, and says it is never too late. baby shower only		
☐	14 days after	Send thank-you notes, each one naming the gift and the giver. not baby shower		

BUDGET WORKSHEET

Party budget

You write every number. For per-guest items, multiply by the guest count. For flat items, copy the amount straight across.

ITEM	TYPE	AMOUNT	GUESTS	LINE TOTAL
Venue or rental	◯ per guest ◯ flat			
Food	◯ per guest ◯ flat			
Drinks	◯ per guest ◯ flat			
Cake and desserts	◯ per guest ◯ flat			
Decor	◯ per guest ◯ flat			
Invitations and postage	◯ per guest ◯ flat			
Games and prizes	◯ per guest ◯ flat			
Favors or goody bags	◯ per guest ◯ flat			
Photo setup	◯ per guest ◯ flat			
Helpers or tips	◯ per guest ◯ flat			
	◯ per guest ◯ flat			
	◯ per guest ◯ flat			

The math, in words

- **Per-guest line:** amount × guests
- **Flat line:** the amount itself
- **Subtotal:** add every line total
- **Buffer:** subtotal × buffer percent
- **Total:** subtotal + buffer
- **Cost per guest:** total ÷ guests

Subtotal	
Buffer (%)	
Total	
Guests	
Cost per guest	
My target total	
Over (+) or under (-)	

If the guest list changes

GUESTS	NEW TOTAL	COST PER GUEST

New total = (per-guest amounts × new guest count + flat amounts) × (1 + buffer percent).

Vendors and helpers

Keep every name, number and deposit in one place.

ROLE	NAME	PHONE OR EMAIL	DEPOSIT	CONFIRMED ON
Space or venue			☐	
Caterer or food			☐	
Bakery			☐	
Rentals			☐	
Photographer or photo helper			☐	
Music or entertainment			☐	
Co-host 1			☐	
Co-host 2			☐	
Helper 1			☐	
Helper 2			☐	
Other			☐	
Other			☐	

Key times

SETUP STARTS _____

DOORS OPEN _____

FOOD OUT _____

CAKE OR TOAST _____

PARTY ENDS _____

CLEANUP DONE _____

NOTES