

HALLOWEEN PLANNER

Costumes

Name	Costume	What is Needed

Activities

Time	To Do	Supplies / To Bring	Remarks

Meals

Breakfast	Lunch	Dinner	Treats / Decorations

Comments:



HALLOWEEN PARTY PREP

DATE _____

1. Prepare Party Budget and Stay Within!

2. Decide on Theme or Style (Formal/Informal, Sit-Down/Buffer/Potluck) of Party.

3. Decide on Date for Party. Choose a Start and End time for Party so guests are clear.

4. Decide on Location of Party (Home, Restaurant, Business, Outdoors).

5. Make the Guest List (Adults-Only or Families – Be Clear!)

6. Make the Menu.

7. Make Grocery Shopping List OR Arrange for Catering.

8. Buy or Make Invitations.

9. Send Invitations 2 weeks in advance of party.

10. Make a Cleaning List OR Arrange for Cleaning Service.

11. Consider Parking. Make Arrangements.

12. Be Prepared for Accidents and Spills. Have Spot Cleaner, Dish Towels, & Blankets ready.

13. Before Guests arrive, Relax & Breathe!! Remember, this is a Party & it is supposed to be FUN!



HALLOWEEN PARTY BUDGET PLANNER

<i>Description of Expenses</i> Drinks / Food: <i>Appetizers, Meal, Cake, Caterer, Etc</i>	Projected Costs	Actual Costs

<i>Description of Expenses</i> Party Goods: <i>Invitations, Plates, Napkins, Decorations, Etc</i>	Projected Costs	Actual Costs

<i>Description of Expenses</i> Entertainment: <i>Music, Games, Prizes/Goody Bags, Etc</i>	Projected Costs	Actual Costs

<i>Description of Expenses</i> Rental: <i>Hall, Restaurant, Inflatables, Etc</i>	Projected Costs	Actual Costs



HALLOWEEN PARTY GUEST LIST

<i>Name</i>	# in Family	RSVP Y / N
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		



HALLOWEEN PARTY DETAILS

<i>Food / Beverages</i>	Ingredients Needed	Instructions

<i>Games / Activities</i>	Supplies Needed	Instructions



HALLOWEEN PARTY QUICK PLANNER

Guests to Invite

1.	11.
2.	12.
3.	13.
4.	14.
5.	15.
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Foods / Drinks to be Served

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Party Prep	Completed	Instructions / Notes
Choose Date & Location		
Decide on Theme		
Make/Buy & Send Invitations		
Choose Games &/or Music		
Clean House		
Decorate House		
Make Shopping List		
Go Shopping		
Prepare Food		



HALLOWEEN PARTY TIMELINE

Time	Day of Party Plan	Notes
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		
:30		
:00		



HALLOWEEN COSTUME PLANNER

Event:	Child:
Costume Idea #1	
Materials/Accessories Needed	Places to Find Materials/Accessories
Costume Idea #2	
Materials/Accessories Needed	Places to Find Materials/Accessories
Costume Idea #3	
Materials/Accessories Needed	Places to Find Materials/Accessories
Notes:	



HALLOWEEN CRAFT PLANNER

Craft:	Time Needed:
Supplies:	Instructions:
Remarks:	

Craft:	Time Needed:
Supplies:	Instructions:
Remarks:	



HALLOWEEN CRAFT SUPPLY CHECKLIST

	Essentials		Decorative		Recycled

