

Instructions for Get Organized! Worksheet Party Prep

Use this worksheet when you are hosting a party, cookout, dinner, or other event. It will keep all your planning information in order. You can expand the worksheet for larger occasions and shorten it for smaller ones.

-“Things to Buy” includes anything you must purchase for the event.

-“Things to Do” includes tasks you must accomplish prior to the event.

-“Things to Get” includes anything you must borrow from someone or rent from a company. It will also serve as a post-party reminder to return these items.

- The dotted line is an optional feature, added so that you can cut the “Things to Buy” list away from the “Things to Do” and “Things to Get” lists. You can carry the smaller-sized sheet for your trip to the store.

Things to Buy

Food	
10 Steaks	10 Potatoes
Beverages	
40 Beers	40 Waters
Condiments	
A1 Steak sauce	Butter
Salt	Pepper
Other Supplies	
Ice	Bottle Opener
Happy Birthday Banner	Candles

Things to Do

Task	Completed?
Order Birthday Cake	Yes
Hire clown	

Things to Get

Item	From
Cooler	Andy
Extra Tablecloths	Mom



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