

# Special Events



# Party Planning Checklist

Date:	
Time:	
Location:	
Theme:	
Colors:	
Contact Name:	
Contact #:	
# of Guests	

To Do	

Shopping List	

Activities	

# Invitation List

DATE: \_\_\_\_\_ EVENT: \_\_\_\_\_

[illegible]

# Vacation Planner

HOTEL INFORMATION			
Hotel Name:			
Phone #:		Confirmation #:	
Address:			
From Date:		To Date:	

FLIGHT 1	
Date:	
Time:	
Where:	
Airline:	
Flight #:	

FLIGHT 2	
Date:	
Time:	
Where:	
Airline:	
Flight #:	

FLIGHT 3	
Date:	
Time:	
Where:	
Airline:	
Flight #:	

FLIGHT 4	
Date:	
Time:	
Where:	
Airline:	
Flight #:	

RENTAL CAR INFORMATION			
Company:			
Phone #:		Confirmation #:	
From Date:		To Date:	

# Vacation Packing List

Clothing & Accessories		
✓	#	

Electronics		
✓	#	

Toiletries		
✓	#	

Other		
✓	#	