

# Formula = Easy Recipes<sup>3</sup>



## PARTY PLANNING OUTLINE

- I. WHAT'S THE OCCASION?
- II. WHAT'S THE DATE AND TIME?
- III. WHO'S INVITED?
  - A. HOW MANY GUESTS?
    1. ATTACH LIST OF GUESTS FROM DAYRUNNER HERE
  - B. SEND INVITATIONS?
    1. DO I HAVE ADDRESSES? PHONES?
      - a. YES
      - b. NO
  - C. DECIDE: CHILDREN INVITED TOO?
    1. YES
    2. NO
  - D. JUST CALL, OR SPECIALLY PRINTED OR STORE BOUGHT INVITATIONS?
- IV. WHAT'S THE THEME AND COLORS?
- V. PLAN THE REFRESHMENTS
  - A. MENU
    1. DECIDE: APPETIZERS OR NOT?
      - a. YES
        - (1) ARE GUESTS BRINGING ANY ITEMS?
        - (2) HOT OR COLD?
        - (3) TOOTHPICKS?
        - (4) NAPKINS?
        - (5) SMALL PLATES?
        - (6) ATTACH RECIPES TO THIS FORM- DON=T FORGET SAUCES IF NECESSARY
      - b. NO
    2. TYPE
      - a. BUFFET
        - (1) ARE GUESTS BRINGING ANY ITEMS?
        - (2) ENTREE ITEM 1
        - (3) ENTREE ITEM 2?
        - (4) CHO
        - (5) GRAVY OR SAUCES?
        - (6) VEGGIE

- (7) SALAD
- (8) SOUP
- (9) DESSERT
- (10) COFFEE
  - (a) REGULAR
  - (b) DECAF
  - (c) SUGAR
  - (d) EQUAL
  - (e) CREAM

b. SIT DOWN

- (1) ARE GUESTS BRINGING ANY ITEMS?
- (2) ENTREE ITEM 1
- (3) ENTREE ITEM 2?
- (4) CHO
- (5) GRAVY OR SAUCES?
- (6) VEGGIE
- (7) SALAD
- (8) SOUP
- (9) DESSERT
- (10) COFFEE
  - (a) REGULAR
  - (b) DECAF
  - (c) SUGAR
  - (d) EQUAL
  - (e) CREAM

B. BEVERAGES

1. ADULT TYPE

- a. ARE GUESTS BRINGING ANY ITEMS?
- b. WINE OR CHAMPAGNE
- c. BEER
- d. COCKTAILS
- e. SET UPS
- f. NON-ALCOHOLIC
  - (1) SPARKLING GRAPE
  - (2) BEER
- g. ICE

- h. ICE BUCKET & TONGS
        - i. STIRRERS & STRAWS
        - j. COCTAIL NAPKINS
      - 2. CHILD TYPE
        - a. ARE GUESTS BRINGING ANY ITEMS?
          - (1) JUICE
          - (2) REGULAR COKE
          - (3) SUGAR FREE, CAFFEINE FREE
- C. FOOD PRESENTATION
  - 1. LINENS
    - a. CLEAN AND IRONED TABLECLOTH?
    - b. CLEAN AND IRONED NAPKINS?
  - 2. DISHES AND FLATWARE
    - a. ENTREE ITEM 1
    - b. ENTREE ITEM 2
    - c. CHO
    - d. VEGGIE
    - e. SALAD
    - f. SOUP
    - g. DESSERT
    - h. COFFEE
      - (1) SPOONS, CUPS AND SAUCERS
  - 3. SERVING BOWLS/TRAYS/PLATES
    - a. ENTREE ITEM 1
    - b. ENTREE ITEM 2
    - c. CHO
    - d. VEGGIE
    - e. SALAD
    - f. SOUP
    - g. DESSERT
    - h. COFFEE
      - (1) URN, CREAM & SUGAR BOWL, HEATING CANDLE
  - 4. SERVING UTENSILS
    - a. ENTREE ITEM 1
    - b. ENTREE ITEM 2
    - c. CHO
    - d. VEGGIE
    - e. SALAD
    - f. SOUP
    - g. DESSERT
    - h. COFFEE
      - (1) URN, CREAM & SUGAR BOWL, HEATING CANDLE
  - 5. CENTERPIECE
  - 6. CANDLES
  - 7. GLASSWARE FOR BEVERAGES
- VI. HOUSE
  - A. SEATING

1. NO OF CHAIRS NEEDED
2. NO OF TABLES NEEDED
3. WHAT ROOM(S)?
- B. PROJECTS THAT NEED DOING BEFORE GUESTS ARRIVE
- C. CLEANING
- VII. PERSONAL
  - A. WHAT WILL I WEAR?
    1. IS IT CLEAN AND IN GOOD REPAIR?
    2. DOES IT FIT?
    3. SHOES
    4. ACCESSORIES?
      - a. JEWELRY
      - b. PANTIHOSE
  - B. OTHER
    1. MANICURE?
    2. HAIR APPOINTMENT?
    3. MAKEUP?
- VIII. POST PARTUM
- IX. FILE IN FOLDER IN DESK @ RIGHT BOTTOM DRAWER
- X. MAKE A LIST OF SERVING ITEMS I OWN