

Event Planner

Event Name: _____

DATE _____ TIME _____

LOCATION _____

VENUE _____

TO DO'S

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

BUDGET AMOUNT

ITEM	ESTIMATED	ACTUAL
Food		
Décor		
Venue		
Entertainment		

Notes

Food

- ★
- ★

Decor

- ★
- ★

Venue

- ★
- ★

Entertainment

- ★
- ★

- ★
- ★

- ★
- ★

- ★
- ★