



OKTOBERFEST PARTY PLANNER

Date: _____

Start Time: _____ End Time: _____

Location: _____ Indoor ☐ Outdoor ☐ Both ☐

Costumes? YES ☐ NO ☐

Guests:

Number of guests: _____ Names/Addresses available? _____

Minimum Age? _____

Sending Invitations: NO ☐
YES via Social ☐ YES via email ☐ YES via mail ☐

SETTING

Tents: NO ☐ YES ☐ Number needed: _____

Decorating? YES ☐ NO ☐ Lighting? YES ☐ NO ☐

Tables: NO ☐ YES ☐ Guests/Table: _____ Number needed: _____

Decorating? NO ☐ YES ☐

Table Covers ☐ Centerpieces ☐ Candles/Lighting ☐

Number needed _____ Number needed _____ Number needed _____

Tableware? NO ☐ YES ☐

Plates ☐ Cups ☐ Utensils ☐ Napkins ☐ Other: _____

Amount needed: _____

Seating: NO ☐ Guests providing ☐ YES ☐ Amount needed: _____

Music: NO ☐ YES Stereo/Playlist ☐ YES Band ☐ YES Both ☐ YES Other ☐

Equipment needed: _____

MENU

Beverages: NO ☐ YES ☐

Soft Drinks/Mixers: NO ☐ YES ☐

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

Beer/Wine: NO ☐ YES ☐

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

_____ Amount _____

Coolers needed: NO ☐ YES ☐

How many: _____

Buying Ice: NO ☐ YES ☐

How much: _____ bags ☐ pounds ☐

Food: NO ☐ YES ☐

Cold: NO ☐ YES ☐

_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____
_____	Servings _____

Ice/refrigeration required? NO ☐ YES ☐

Cooler required? NO ☐ YES ☐

NOTES:

Hot: NO ☐ YES ☐

[illegible]

Grill/Warming required? NO ☐ YES ☐

Power/Charcoal/Gas required? NO ☐ YES ☐

NOTES:

[illegible]

Miscellaneous

Party favors: NO ☐ YES ☐

What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____
What: _____	Number Needed: _____

NOTES:

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Shopping List

[illegible][illegible]