



The Ultimate Party Planning Starter

PLAN YOUR NEXT EVENT WITH EASE, CLARITY & CONFIDENCE

This starter kit is designed to help you plan a memorable celebration without stress. Whether you're hosting a birthday, shower, corporate mixer, or special event, these worksheets and guides will keep you organized from idea to "thank you" messages.

Created by MilliUp Event Center – Uptown Charlotte, NC

Welcome to Your Party Planning Starter Kit!

Thank you for downloading this guide! Whether you're planning a birthday, baby shower, bridal event, corporate mixer, or any special celebration, this kit will help you stay organized, confident, and inspired throughout the entire process.

Inside, you'll find checklists, templates, and worksheets that make planning simple - no matter how big or small your event may be.

Use each page as you plan:

- Start with the checklist
- Build your budget
- Choose your décor style
- Track your vendors
- Copy/paste our invitation templates
- Ask the right questions when booking a venue

We can't wait to host your next celebration at MilliUp Event Center in Uptown Charlotte.

Your Event Planning Checklist (Part 1)

6-12 Months Before (or as early as possible):

- Define event purpose
- Set your budget range
- Draft guest list
- Select potential dates
- Research venues
- Tour venues
- Choose theme/colors
- Create inspiration board

“Great events don’t happen by accident – they happen by intention, planning, and a little bit of magic.”

3-6 Months Before:

- Finalize guest list
- Confirm date/time
- Book major vendors
- Plan menu
- Choose invitations
- Create décor list
- Begin saving/paying deposits



Your Event Planning Checklist (Part 2)

1-3 Months Before:

- Send invitations
- Confirm vendor bookings
- Design layout / floor plan
- Choose décor placement
- Order desserts / special items
- Create event timeline

2-4 Weeks Before:

- Confirm final headcount
- Final walk-through (optional)
- Confirm arrival times
- Purchase DIY items
- Prepare contact list

Event Week & Day-of Checklist:

- Reconfirm vendors
- Pack event-day kit
- Print timeline & contacts
- Monitor setup
- Enjoy your event ✨

Event Budget PLANNER

Category	Estimated	Actual	Deposit Paid	Balance	Paid in Full	Misc.	Notes
Venue							
Catering							
Cake/Desserts							
Decorations							
DJ							
Photographer							
Bartender							
Rentals							

TOTAL ESTIMATED: _____
TOTAL ACTUAL: _____

SOFT

elegant

- Blush, gold, ivory
- Candles, florals, draping
- Perfect for showers/bridals

FUN

bold

- Hot pink, purple, teal
- Balloon garlands, shimmer walls
- Perfect for milestone birthdays

MODERN

minimal

- Black, white, nude, greenery
- Clean lines, uplighting
- Perfect for corporate or luxury events

YOUR

custom design

Color Palette: _____

Decor Mood: _____

Must-Haves: _____



Vendor Contact & Comparison SHEET

Vendor Type	Name	Phone	Email	Deposit	Balance Due	Due Date	Notes
Venue							
Catering							
Cake/Desserts							
Decorations							
DJ							
Photographer							
Bartender							
Rentals							

PLEASE JOIN US FOR A

Birthday PARTY

KETUT SUSILO IS TURNING 50!

12 January 2022 at 6 PM

123 Anywhere ST, Any City



SAVE THE DATE

Morgan & Hannah

Invite You To
Their Wedding Celebration

MAY | 27 | 2026

at 8 o'clock in the evening
123 Anywhere St., Any City,
ST 12345



BABY SHOWER

In honor of

OLIVIA WILSON

August 19 at 2pm

At 123 Anywhere St., Any City

Please Rsvp to [Hello@Reallygreatsite.com](mailto>Hello@Reallygreatsite.com)



Helena

&

Abraham



Fradel and
Spies Co

Weekly Meeting

AUGUST 21, 2024 | 8:00 - 10:00 AM

123 Anywhere St., Any City
@reallygreatsite
+123-456-7890

JOIN
NOW!





What to Ask Before Booking a Venue

What's included in the rental price?

How many guests can the space hold?

What's the deposit? Are payment plans available?

Can we bring our own décor?

What time can we arrive for setup?

Are tables/chairs included?

What is your cancellation policy?

Will someone be on-site during the event?

Can we bring our own food or caterer?

Is alcohol allowed?

📍 MilliUp Event Center – 210 E Trade St, Uptown Charlotte

⭐ Book a Tour: www.milliupevents.com

⭐ Follow us on IG: @milliup_eventcenter