



Christmas Party Planner

Where:	# of Guests: Adults:	Children:
When:	# of Guests Bringing Food:	
What Time:	# of Gifts Needed:	

<i>Food/Drinks</i>	<i>Budget</i>	<i>Actual Cost</i>	<i>Difference</i>
<i>Subtotal</i>	\$	\$	\$
<i>Decorations/Supplies</i>	<i>Budget</i>	<i>Actual Cost</i>	<i>Difference</i>
<i>Subtotal</i>	\$	\$	\$
<i>Gifts</i>	<i>Budget</i>	<i>Actual Cost</i>	<i>Difference</i>
<i>Subtotal</i>	\$	\$	\$
<i>Miscellaneous</i>	<i>Budget</i>	<i>Actual Cost</i>	<i>Difference</i>
<i>Subtotal</i>	\$	\$	\$
<i>Total Budgeted:</i>	\$	<i>Actual Cost:</i>	\$