

Retirement Party Planner

This planner is to aid you in the preparation of your party and to provide me with the Information I need to coordinate the activities you have planned.

Name of Person Planning Party _____

Phone # () - E-mail _____

Name of Retired Person(s) _____

Time of Guest Arrival _____ Number of Guest _____

Party Theme _____

Arrival Time of Honored Guest(s) _____

Time of Dinner _____ Dinner Served _____ Buffet _____

Toast: Yes _____ No _____ Speeches/Roasting: Yes _____ No _____

Person # 1 _____

Person # 2 _____

Person # 3 _____

Time of Cake Cutting _____ Time Dance Starts _____

Other Activities or Comments: _____

