

The one-page celebration plan

Start with the feeling. Keep the smallest version that still feels like you.

Occasion, date, and time

Who is coming?

The feeling we want to create

The one thing that matters most

What can be borrowed, skipped, or simplified?

One person who can help

A comfortable little budget

Use a currency consistently. Estimates are planning choices, not current product prices.

Total spending limit

Food and drinks / planned / actual

Materials and printing / planned / actual

Gifts and wrapping / planned / actual

Other costs and a buffer / planned / actual

Actual total / amount remaining

Good gifts, all accounted for

Keep this sheet private if gifts are surprises. Record actual costs, including shipping.

Gift 1: recipient / idea / occasion

Budget / actual / ordered, bought, wrapped, or given

Hidden where? / delivery or return date

Gift 2: recipient / idea / occasion

Budget / actual / ordered, bought, wrapped, or given

Hidden where? / delivery or return date

Gift 3: recipient / idea / occasion

Budget / actual / ordered, bought, wrapped, or given

Hidden where? / delivery or return date

Everyone around the table

Use tested recipes and confirm dietary needs directly with guests.

Guests and serving time

Dietary needs and how they will be handled

Dishes / recipes / person responsible

Oven temperature and time for each dish

Make-ahead tasks and safe storage instructions

Shopping and serving equipment

One activity. Room to breathe.

A quiet alternative and permission to pass make participation easier.

Main activity / estimated active time

Materials already on hand

Materials to gather or borrow

Who can help with setup?

Quiet alternative / place for a break

Cleanup plan / what we would repeat

A little note of lovely

Cut the cards apart. Write something specific and kind. Let guests keep their own notes.

One thing I admire about you...

Thank you for...

You make ordinary days better
by...

A favorite memory with you...

Something I hope we do
together...

So glad you are here because...
