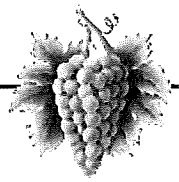

Event	Place
Date	Number of Guests
Time	Style/Theme

THE ENTERTAINMENT PAD

MENU	RECIPE SOURCE & PREPARATION TIME	THINGS TO DO	☑
HORS D'OEUVRES		ONE WEEK BEFORE	
APPETIZER		3 DAYS BEFORE	
ENTRÉE		THE DAY BEFORE	
SIDE DISHES			
SALAD		ON THE DAY	
DESSERT			
WINES ETC.		LAST MINUTE	

GUEST LIST/VIP	☑

NOTES

PHONE NUMBERS
LIQUOR
FLORIST
BUTCHER
GROCERY
HELP

SUPPLIES	☑
CHAIRS	
DISHES	
SILVER	
GLASSES	