

Worksheet

My AI Event Planning Workbook

Event Details

Event:

Date:

Location:

Expected Guests:

My Event Goals

What do I want guests to remember most?

Guest List

Name	Invited	RSVP	Notes
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Budget Planner

Item	Estimated Cost	Actual Cost
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Food

Drinks

Decorations

Gifts

Travel

Other

Total Budget:

AI Planning Prompts I Used

1.

2.

3.

4.

Shopping Checklist

☐ Food

☐ Drinks

☐ Decorations

☐ Music

☐ Tables

☐ Chairs

☐ Crockery

☐ Cutlery

☐ Ice

☐ Cleaning Supplies

☐ Camera

☐ Gifts

☐ First Aid Kit

☐ Other

Things Still To Do

☐

☐

☐

☐

☐

Lessons Learned

What worked well?

What would I do differently next time?