How to Plan the Ultimate Party Worksheet

Pre-release party outline & brainstorm:
Use each breakout below to brainstorm ideas for each area of the party:
- Guest arriving:

- Food:

- Activities:

- Drinks:

- Guest leaving:

- Other:

Party Manifesto: I want my guests to feel _____ at the end of this party.

Party Requirements:
To be successful my party must have: _____
_____
_____

User Stories:
Guest 1:
- Age range:
- Needs:
- What would a good party look like for them?
- Tasks Associated:

Guest 2:
- Age range:
- Needs:
- What would a good party look like for them?
- Tasks Associated:

Guest 3:
- Age range:
- Needs:
- What would a good party look like for them?
- Tasks Associated:

Sprints:

Priority Exercise
Use the breakout below to help pare back your ideas.

- P1 Must Have:

- P2 Nice to Have:

- P3 Should Have:

- P4 Save for Another Time:

Sprint Buckets
Use the buckets below to break out your tasks into organized sprints:

Sprint 1	Sprint 2	Sprint 3	Sprint 4

Test Check List:

- ☐ _____
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