THE GROUP CELEBRATION ORGANIZER

The Group Chat Has Entered

A printable command center for a gathering that somehow became a group project.

THE PLAN EVERYONE AGREES ON

OCCASION + WHO IS INVITED

DATE + TIME

PLACE OR MEETING SPOT

RSVP DEADLINE

PICK YOUR TOOLS

Only use what earns its place

- [ ] Google Forms: RSVP / date vote / questions
- [ ] SignUpGenius: roles / food / teams
- [ ] Apple Invites: invitation + RSVP
- [ ] Group text: small + simple

PUT YOUR LINKS HERE

RSVP OR INVITATION LINK

SIGN-UP / VOLUNTEER LINK

MAP / PARKING LINK

PHOTO SHARING LINK

THE DECISION LIST

- [ ] Is the guest count realistic?
- [ ] Who owns the final details message?
- [ ] Who is handling setup and cleanup?

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Who Is Doing What?

One quick tracker. Actual yeses, actual assignments, and far fewer surprise chip bags.

THE HEADCOUNT

INVITED	CONFIRMED	WAITING ON

THE WHO-BRINGS-WHAT LIST

NAME	TASK / ITEM / TEAM	CONFIRMED
		☐
		☐
		☐
		☐
		☐
		☐
		☐
		☐

A TINY SUPPLIES SANITY CHECK

- ☐ Borrowed / already own
- ☐ Need to buy
- ☐ Tickets / supplies handed out
- ☐ Returned after event

Reminder: never put private guest contact details in a public sign-up link or shared QR.

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One Last Message. Then Enjoy.

Keep your important details together, then put the phone down and be part of the actual event.

THE DAY-OF CHECKLIST

☐ ARRIVAL	Address, parking, access and meeting spot are clear
☐ PEOPLE	Final headcount, assignments and changes checked
☐ SUPPLIES	Food, prizes, paper items, tickets and extras accounted for
☐ FUN	Rules, activity times and photo plan ready
☐ CLOSING	Cleanup, returns and thank-you plan assigned

COPY + PASTE YOUR FINAL MESSAGE

"It is officially happening!"

We're getting together on [day] at [time] at [location]. Parking/arrival details: [details]. If you signed up to bring something, here's your reminder: [item]. Everything else is here: [link]. See you there!

AFTER THE FUN

☐ Thank everyone ☐ Share photos with permission ☐ Save your notes

The people will remember how it felt, not how many tabs you had open.