A FREE COMPANION TO PARTY PLANNING FOR INTROVERTS

The Small Party Planner

Fill-in pages for planning one gathering at your own size, from the first text you send to the quiet morning after.



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How to Use This Planner

One party, planned on paper, sized to the energy you actually have.

Party Planning for Introverts shows you how to host as yourself instead of performing as an extrovert. This planner turns that book into pages you fill in for one real gathering. Print it, keep it on the counter, and write in it.

1. **Send the text**, so the party exists.
2. **Read your battery**, so the party fits you.
3. **Build the guest list**, so the room works without you running it.
4. **Shape the evening and the week**, so nothing is decided under pressure.
5. **Line up help and backups**, so surprises have answers.
6. **Carry the scripts and close it out**, so tonight is easy and the next one is easier.

Step 1: Send the Text

The voice wins during planning because planning is entirely internal. There's nothing at stake yet.

Break the abandonment loop by creating a consequence before you feel ready. Skip "I'm thinking about having people over sometime." Send a real question with a real date: "Are you free Saturday the 15th for dinner?" You don't need the menu yet.

THE ONE PERSON I'VE BEEN MEANING TO HAVE OVER	
THE DATE I'M ASKING ABOUT	
THE EXACT TEXT I SENT	
SENT ON	
WHO CHECKS IN THE DAY BEFORE	
WHO I CALL IF I SPIRAL	

If you spiral later, call your person and say it plainly: "I'm about to cancel and I need you to stay on the phone with me for fifteen minutes." If you do cancel, reschedule in the same message so the party stays alive.

> *Once one person says yes, the party is real. Real things are much harder to abandon than ideas.*

Step 2: Read Your Battery

Stop planning the party you think you should be able to host and plan the one you can host well.

For two weeks, note how you feel before and after each social situation and how long it takes to feel normal again. Then fill in your limits below.

SITUATION	ENERGY BEFORE	ENERGY AFTER	TIME TO FEEL NORMAL
One-on-one with a close friend			
3 or 4 people I know well			
5 to 8 people, half I know			
A big group, mostly strangers			
Phone call			
Work meeting			

My capacity for this party

HOW LONG MY BATTERY LASTS IN A GROUP	
SO THE PARTY RUNS (A LITTLE SHORTER)	
REAL CONVERSATIONS I CAN HOLD IN ONE NIGHT	
SO THE GUEST COUNT IS	
MY RECHARGE SPOT	
MY NAMED REASON TO STEP AWAY	

Stack the deck

Write down what makes you uncomfortable in social situations and what makes you feel safe. Then design the party around the second column.

WHAT DRAINS ME OR MAKES ME UNEASY	WHAT MAKES ME FEEL SAFE AND IN CONTROL

The test for every name on the list: can I have a real conversation with each person at this party? If the answer is no, the list is too big. For a first party, the book recommends four guests.

Step 3: Build the Guest List

Think about connections, not individuals. Each person needs at least two potential conversation partners.

Mark each guest as a **lifter** (draws quiet people in, lightens your load), **neutral**, or **high cost** (needs a lot from you or from the room). Then name who they'll talk to and the one thing you'll mention when you introduce them.

GUEST	LIFTER / NEUTRAL / HIGH COST	TWO LIKELY CONVERSATION PARTNERS	ONE THING TO MENTION ABOUT THEM

Backup list (people you'd have invited anyway):

_____

Check the list

- [ ] At least one lifter is coming
- [ ] No more than one high-cost guest, and only because I'm feeling strong
- [ ] Nobody on the list is currently in conflict with anyone else on it
- [ ] I invited a couple more than I want, because cancellations happen
- [ ] The invitation gives a start time, an end time and when we'll eat
- [ ] The invitation asks about allergies and restrictions that affect safety
- [ ] The invitation says: “Please reply by [date] so I can plan food accordingly; if I don't hear from you, I'll assume you can't make it.”
- [ ] Two days before, I'll send: “Looking forward to seeing everyone who can make it on Saturday; if your plans have changed, no worries, just let me know.”

Plus-one rule from the book: if adding someone would change the menu, the seating or the structure of the party, the answer is no.

Step 4: Shape the Evening and the Week

Give the party a beginning, a middle, and an off-ramp everyone can see coming.

ACT	BOOK'S GUIDE	MY TIMES	CUE THAT MOVES US ALONG
Act One: arrival, appetizers	45 minutes max		
Act Two: dinner	60 to 90 minutes		
Act Three: dessert and coffee	30 to 45 minutes		
Winding down	Start 30 minutes before the end		

The backward timeline

WHEN	WHAT GOES HERE	MY TASKS
Two weeks before	Send invitations, plan the menu, ask your helpers	
One week before	Shop non-perishables, confirm the count, cook what freezes	
Two days before	Final shopping, sauces and desserts, all thinking-heavy decisions	
Day before	Final food prep, set up the space, choose the outfit	
Day of	Final touches and personal care. Tasks only, no decisions	
30 minutes before	Everything done. Shift from preparing to hosting	

The budget

CATEGORY	BOOK'S SPLIT	PLANNED	ACTUAL	RUNNING TOTAL
Food	40%			
Drinks	30%			
Supplies (ice, napkins)	10%			
Decorations	10%			
Contingency	10%			

The book's benchmarks: a casual dinner runs about $11 to $15 a person, drinks included, and a more elaborate dinner with appetizers and dessert $17 to $21. Over $22 a person for a home dinner, check the drink budget first.

Step 5: Line Up Help and Backups

"Can you help?" gets you someone standing in your kitchen asking what to do. Be specific.

ROLE	WHO	WHAT I'M ASKING THEM TO DO
The connector: arrives 15 minutes early, handles introductions, covers for you on breaks		
The practical one: drinks, coats, food, music		
The second pair of eyes: tells you when the energy dips or someone needs rescuing		

If this happens, I will

LIKELY PROBLEM	MY ANSWER, DECIDED NOW
Rain or bad weather	
A dish doesn't turn out	
We run low on food (plan 10 to 15% extra)	
One or two guests cancel on the day	
Someone asks to bring a plus-one	
A guest drinks too much	
Two guests start a real argument	
I'm overwhelmed and need five minutes. Where I'll go, what I'll say, how long	

Anyone who has had too much does not drive home. Call them a ride or offer the couch. Nobody under 21 gets served.

The room sweep

Every few minutes, look for three things: **energy mismatches**, **someone alone**, and **supplies running out**. If someone is uncomfortable, step in. If something is broken, fix it. If everything is fine, leave it alone. Most of the time everything is fine.

Step 6: Pocket Scripts

Cut this box out and keep it in your pocket or taped inside a cabinet door.

MOMENT	WHAT TO SAY
You need ten minutes	"I need to get the next course started. [Name], can you make sure everyone's got a drink?"
Introducing two people	"Marcus, this is Elena, she just got back from that trip to Iceland you were asking about last month."
Rescuing yourself or a guest	"I hate to pull [Name] away, but I promised to introduce them to [Other Name], I'll bring them back."
The whole room goes quiet	Toss back the last thread: "Actually, I want to hear more about that." Or: "Okay, who needs more wine?"
You go blank on "what do you do"	"Honestly I never know how to answer that quickly, short version is ..."
An argument is heating up	"Let's keep tonight easy, you two can sort this out properly later."
You've talked too long	"I'm monopolizing you, does anyone else have a take on this?"
Time to wrap up	Stop refilling, bring out coffee, then: "I've had such a wonderful time tonight."

Tonight's minimums (30 to 45 minutes, then stop)

- ☐ Perishables in the fridge within two hours of coming out (one hour above 90°F)
- ☐ Red wine, coffee and grease spills blotted
- ☐ Valuables and anything borrowed put away; walkways clear
- ☐ Clean plates for breakfast and a restocked bathroom
- ☐ Comfortable clothes out, easy breakfast ready, day after kept free

After-party notes

WHICH GUEST COMBINATIONS WORKED	
WHEN I FELT MOST AND LEAST COMFORTABLE	
WHAT COST MORE THAN I EXPECTED	
ONE NEW STRETCH FOR NEXT TIME	

> *After the first one, you have evidence. After the third one, you have a system. After the tenth one, you have something you actually look forward to.*

The Whole Story

This planner gets one party on the calendar and through the door. Party Planning for Introverts gives you the whole method: why introverts make good hosts, virtual parties and book launches, food and drink that fit the crowd, venues, themed events, and how to grow your confidence one gathering at a time.



Party Planning for Introverts:
Hosting Without Being Drained by It
Real Life, Handled

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