



# PAINT PARTY PRODUCTION PLANNER

PLAN IT • CUT IT • PACK IT • PARTY!



PLAN AHEAD.  
CUT SMART.  
DELIVER  
AMAZING  
EXPERIENCES.



## EVENT INFORMATION

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Expected Guests: \_\_\_\_\_

Instructor: \_\_\_\_\_

Project: \_\_\_\_\_



## 1 MATERIAL CALCULATOR

### WOOD REQUIREMENTS



Project Size: \_\_\_\_\_

Pieces Per Kit: \_\_\_\_\_

Guests: \_\_\_\_\_

Extra Kits (10-15% recommended): \_\_\_\_\_

TOTAL KITS NEEDED: \_\_\_\_\_

TOTAL PIECES NEEDED: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2 LASER PRODUCTION PLAN

TASK	QUANTITY	ESTIMATED TIME	COMPLETE
Cut Bases	_____	_____	<input type="checkbox"/>
Cut Layers	_____	_____	<input type="checkbox"/>
Engraving	_____	_____	<input type="checkbox"/>
Sanding	_____	_____	<input type="checkbox"/>
Sorting Kits	_____	_____	<input type="checkbox"/>

★ TIME = ESTIMATED TOTAL TIME ( INCLUDING SETUP )

## 3 PAINT PREP

### PAINT COLORS NEEDED:

- Color 1 \_\_\_\_\_
- Color 2 \_\_\_\_\_
- Color 3 \_\_\_\_\_
- Color 4 \_\_\_\_\_
- Color 5 \_\_\_\_\_
- Color 6 \_\_\_\_\_



EXTRA PAINT BOTTLES NEEDED: \_\_\_\_\_

## 4 KIT ASSEMBLY CHECKLIST

- Wood pieces counted
- Paints added
- Brushes added
- Glue added
- Instructions added
- Packaging complete



## 5 PRODUCTION TIMELINE



### 7 DAYS BEFORE

- Finalize attendee count
- Order supplies
- Cut sample



### 3 DAYS BEFORE

- Cut all kits
- Sand pieces
- Verify paint inventory



### 1 DAY BEFORE

- Assemble kits
- Pack vehicle
- Print attendee list



### EVENT DAY

- Set up tables
- Display sample
- Lay out kits
- Check-in station ready

## 6 PROFIT TRACKER



Ticket Price: \$ \_\_\_\_\_

Guests: \_\_\_\_\_

GROSS REVENUE: \$ \_\_\_\_\_

Material Cost: \$ \_\_\_\_\_

Venue Cost: \$ \_\_\_\_\_

Other Expenses: \$ \_\_\_\_\_

ESTIMATED PROFIT: \$ \_\_\_\_\_



## 7 LESSONS LEARNED

WHAT WORKED WELL?

\_\_\_\_\_  
\_\_\_\_\_

WHAT SHOULD CHANGE  
NEXT TIME?

\_\_\_\_\_  
\_\_\_\_\_



### STARTING POINTS ONLY

Material density, focus, air assist, lens cleanliness, and machine wattage all affect results. Always run a material test before production.



PREPARE WELL



STAY ORGANIZED



HOST AMAZING PARTIES

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# PAINT PARTY

## Production Planner

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Plan with purpose. Produce with confidence.  
Create unforgettable memories!

PREPARE WELL ♥ STAY ORGANIZED ♥ HOST AMAZING PARTIES

Happy  
Creators  
Happy  
Guests!



This planner is a guideline to help you stay organized and profitable.  
Adjust times, quantities, and steps based on your specific project and process.

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