Party Wizzard

THE ULTIMATE PARTY PLANNER FOR WINDOWS

If you are about to plan a Wedding, a Bar or Bat Mitzvah, or just about any event or party,   You need Party Wizard™ for Windows. Party Wizard ™ is a party   planner for Windows 3.X and Windows 95. Party Wizard™ makes planning a party a snap.   Its impressive database keeps track of guests, seating arrangements, expenses, and much more. Party Wizard™   can generate a variety of reports for you.   It generates mailing labels, RSVP lists, seating arrangement lists, place cards, and much more.

For help just point over a button in the "Tool Bar" below and click!

Guests	Gifts	Budget	Tables	Todo
Staff	Calendar	Print	Help	Exit

Overview

Disclaimer of Warranty

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Vendor's Category

This module contains the list of all the vendors involved in this event/party.   Vendors such as photographers, caterers, florists, party planners, etc.   As in any other module, you can add, remove and update vendor's information.

Guest Management

This module stores and maintains all of   your guests mailing information such as name, address, phone number, etc. While entering yours guest's information the program calculates the total number of guests invited and the total number of invitations you will need to send (assuming one invitation per record).

To activate this module, using the mouse, click on the "Guests" button, or by simultaneously pressing Alt+G.   Once the module screen opens, you can then start entering your information.

Entering and Saving Guest Information
After entering the guest information, click on the Add New Button (or press Alt+A) to save the data. You will notice that the guest data will be displayed at the grid at the bottom of the screen.

Editing Guest Information
To edit a guest's data, select (click) the guest from the list of guests listed on the grid (the row will be highlighted and the data will be displayed at the input data boxes above the grid).   Make the necessary changes/additions like (i.e. RSVP status), and when done click on the Update button (or press Alt+U).

Deleting Data
To delete a record, select the record from the grid by clicking the mouse anywhere in the desired row. Once the record is selected (the row is highlighted and the information is displayed on the data input boxes), delete the record by clicking the Remove button (or pressing Alt+C).   Be careful with this function!   Once the record is deleted, it can not be undeleted.   If you need the record back you will have to re enter it.

Printing an Expenses Report
To obtain a hard copy (paper copy) of your guests click on the Printer button (identified by a picture of a printer on top).   You will be able to preview the report before you print it.

To exit this module click on the "X" button.

Report Center

From within this module you can access the most popular reports. Reports such as "Guests Lists, "RSVP Lists", "Mailing Labels", etc. Once the desired report is chosen, it will be pre-viewed before it can be printed.

Table/Seating Arrangement

This module will assist you in the seating assignments of all your guests.

To activate this module, using the mouse, click on the "Tables" button.   Once the module screen opens, you can then start entering your information.

Before you start assigning seats for the first time, you need to assign a name or number   to each available table.   For example: 1, Table 1 , Head Table, etc.   To assign names to table, start by pushing the "Table Names" button.   By doing this, a "Table Names" screen will appear.   Just add names to as many tables you need.   This screen will also permit you to edit and or delete table names.

Once all the table names had been assigned, it is time to start assigning guests to tables. Select a guest name from the table (Grid) in the bottom of the screen.   Note that all the names in this table are guests who sent their RSVP back announcing that they are coming (You should update the guests directory as the RSVPs are coming back).

Next you assign a table from the "Table Name" combo box.   This is it.   You have assigned   a guest to a table.   To assign a table to another guest, simply repeat these steps.

A report showing seating arrangements is available by pressing the "Print" button, and following the instructions.

To exit this module click on the "X" button.

To-Do List

This is another of those little things that make planning an event much easier.   You need to do thousands of things, talk to many people, remember to go places, etc.   This module will keep all that information in one place so you access it at any time.

To activate this module, using the mouse, click on the "ToDo" button.   Once the module screen opens, you can then start entering your information.

If you have something you would like to remember, simply write it down in this "ToDo" list and your worries of forgetting something important are over.   Remember to press the "New" button to save the item in the ToDo list.

Once you accomplish a particular task in the ToDo list just mark it as completed by pressing the "Done" button.

If you need a printout of   the ToDo list, press the "Printer" button and follow the instructions.   Now you can carry this list with you anywhere you go.

To exit this module click on the "X" button.

Expense Management

This module will assist you in the tracking of all party related expenses and it resembles a ledger type format.   This module allows you to save, edit, delete, and print   expense information.

To activate this module, using the mouse, click on the "Budget" button.   Once the module screen opens, you can then start entering your information.

Entering and Saving Expense Information
Enter the expense information into the appropriate boxes, and click on the New button.   You'll notice that the record just saved will be added to the ledger in the bottom of the screen module.

Editing Expense Information
Select the record to be edited from the ledger by pointing the mouse to the right row, and clicking to select.   You'll notice that the selected record will be highlighted, and it's contents will be displayed in the input boxes above.   After making the necessary changes/additions, click on the Update button (or press Alt.+U) to save the modified record.

Deleting Expense Information
Select the desired record, and click on the Remove button (or press Alt.+R).   Be sure that the record selected is no longer needed.   Once deleted this record will disappear from the ledger.   If a record is deleted by mistake, the only way of restoring it is to re-enter it.

Printing an Expense Report
If you desire a hard copy (paper copy) of your expenses, you can obtain one by clicking on the Printer button (identified by a picture of a printer on top).   You will be able to preview the report before you print it.   It is possible to export the information in this report to different formats that can be used by other programs like word processors, spread sheets, etc.   To export the data, do the following: From the print preview screen click on the export button (the one with a picture of a briefcase on the top).   A export menu will appear with two combo boxes.   Choose the format desired from the left combo and the destination (for example to disk) from the right one.   If to disk the system will ask you to input the name of the file you like to create to write the data into.

To exit this module click on the "X" button.

Table Names/Numbers

This module stores table names or numbers for example "Table 1" , "Head Table", "Jamaica",   etc.
You will be required to add your own table numbers or names before guest can be assigned to tables.
This module is accessible within the table assignment module.

Gifts/Thank You Notes

The purpose of this module is to record all the gifts received.

To activate this module, using the mouse, click on the "Gifts" button.   Once the module screen opens, you can then start entering your information.

Select the name of the guest from the list in the table below   (Note that all invited guests are listed here). Record the gift that was received, and/or mark the "Thank You Note" check box if one was sent.

Like in any other module in this software, you can generate reports of all the gifts received including the total amount of money received and whether or not a thank you note has been sent.

To exit this module click on the "X" button.

Contractor's Management / Mailing List

Similar to the guests directory, this module 's purpose is to keep track of all the vendors/contractors involved in the event being planned.   This is a contact list of caterers, photographers, florists, etc.

To activate this module, using the mouse, click on the "Staff" button.   Once the module screen opens, you can then start entering your information.

Adding/Updating information is similar to the way you added guests.   Simply complete the boxes with the vendor's/contractor's name, telephone number, etc. and save the data by pressing the "Add New" button or pressing Alt+A.

To edit or update the vendor/contractor information, select   his/her name from the list below using the mouse (click on the name)   make your changes/additions and press the "Update" button or press Alt_U to save the new updated information.

One difference between the guests module and this one is the company type.   In the vendor/contractor module you can assign a company type from the list in the "Company Type" combo box.   The first time you use this software, you will have to enter different company types such as Photography, Catering, Decoration, Paper Goods, etc.   This is done by pressing the "Edit/Add Company Type" button.

If you need a list of all your vendors/contractors, print a report listing all of them.

To exit this module click on the "X" button.

Calendar

This is a simple online Calendar. Its only current function is to highlight the event date.   Notice that the number of days remaining until the event is displayed on the status bar below the tool bar (menu). More functionality to this module will be added in future versions of   this application

Honoree's / Event Information

This module contains the Event information such as Event date, Type, as well as honoree's name or names.   If a new event/party is started, this module will be appear and the user will be required to enter the Event/Party information.   Notice that to enter the date of event, the user will need to pick the date from the calendar next to the date's field.

Mail Merge

Once you have all the guests names and addresses, it is time to print and send invitations.   Because of the wide variety of invitation format's and sizes, **Party Wizard™** will accommodate all different sizes of invitations.   To accomplish this task create a mail merge file containing all guest information (including table number/name assigned), and with the help of a word processor such as Microsoft Word, or WordPerfect, print your invitations and or place cards.

To create a mail merge file select the mail merge option from the File menu.   Once the mail merge window appears, type in a name for the file (**NO EXTENSION REQUIRED!**), and press the Create button.

Once the file merge is created, Follow the directions in your word processor documentation on how to mail merge envelopes.

Overview

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You are giving a big party such as a Bar-Mitzvah, Bridal Shower or even a Wedding.   You need   to invite tens or maybe hundreds of guests, need to send invitations, maintain a list of guests and RSVP. You need to contact contractors such as florists and photographers.   You need to prepare seating arrangements.   You need to keep track of expenses and more.   Your first reaction is PANIC but relax **Party Wizard™** will handle all these details for you. **Party Wizard™** has an extensive database   to keep track of many different tasks for you. **Party Wizard™** will maintain guests list,   RSVP's, and contractors' lists.   It will facilitate the creation of seating arrangements for you too.   After planning and having your perfect party, **Party Wizard™** will still be there to help you manage lists such as gifts received, and thank you notes.   Planning a party has never been so easy.   Now with **Party Wizard™** you can plan a party while keeping your sanity.

Party Wizard™ is a Windows 3.x and Windows 95 application that facilitates the planning of almost any event or party such as Weddings, Bar-Mitzvahs, Bridal Showers, etc. **Party Wizard™** features the following:

- Guests Mailing List
- RSVP Tracking
- To Do List
- Contractor Mailing List
- Expenses Tracking
- Seating Arrangements
- Gifts Tracking
- Thank You Notes Tracking
- A Wide Variety of Reports

Disclaimer of Warranty

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The product name " **Party Wizard™** " is heretofore used to describe the **Party Wizard™** software program and the files which are distributed as being part of the **Party Wizard™** software program owned by Logic Solutions.

A person who has paid to use **Party Wizard™** in the manner described herein is heretofore known as "Registered User."

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Event Type

This module stores different event types such as "Birthday" , "Baby Shower", etc.   You can add more types to the list or remove types from it.

Pushing this button will activate the online help (this file)

Pushing this button will cause the program to terminate