



The Event Handled

*From the first idea to the big day,
with no stress and nothing forgotten.*

10 prompts to make ChatGPT, Gemini or Le Chat your co-planner: budget, guest list, run of show, activities, even the toast and the thank-you notes.

Free for the SYSTINFO community



GOOD TO KNOW

A conductor, not a magician.

In 2026, throwing a great event is within everyone's reach. A birthday, a wedding, a neighbourhood party or a farewell drink: assistants (ChatGPT, Gemini, Le Chat) help set the budget, keep the guest list, build the timeline, and even draft the invitation. The human touch, though, stays yours.

- **You know your guests**

The AI offers generic ideas. Only you know what will truly delight your family and friends: adjust every suggestion.

- **Check the numbers and dates**

A budget or a schedule it suggests is only an estimate. Recount the quantities, confirm the venue and availability before you commit.

- **Start early, one step at a time**

A lovely party comes together in small touches. Move week by week rather than handling everything the night before.

Good habit: let the AI handle the logistics, you keep the heart of the party; approve every



THE METHOD

Ten prompts, five steps.

Planning an event does not take a professional. These 10 prompts turn the AI into an organiser: it frames, invites, plans, entertains and wraps up. Just change the brackets.

*Every prompt follows the same recipe: Role, Context, Task, Format.
Copy the structure, change the brackets.*

01 **Frame the party**

· 2 prompts

02 **Invite the right people**

· 2 prompts

03 **Plan the big day**

· 2 prompts

04 **Bring it to life**

· 2 prompts

05 **Manage and follow up**

· 2 prompts



The Party Idea

PROMPT TO COPY

Role: you are an event planner full of ideas.

Context: I want to organise [type of party] for [occasion], about [number] guests, at [venue], budget [amount].

Task: give me three realistic and different party concepts.

Format: for each concept, a theme, the mood, the broad outline, and what makes it special.

What you get

Three clear directions instead of a blank page. You pick one and finally know where to begin.



The Realistic Budget

PROMPT TO COPY

Role: you are an organiser who keeps a budget without overspending.

Context: my party gathers [number] people at [venue], my total budget is [amount].

Task: split this budget line by line, realistically.

Format: a simple table (venue, food, drinks, decor, entertainment, extras), an amount per line, and two ways to save.

What you get

A budget that holds up. You see where every sum goes and where to trim without spoiling the party.



The Guest List

PROMPT TO COPY

Role: you are a methodical, organised assistant.

Context: I am planning [type of party], I want to invite [family, friends, colleagues], about [number] people.

Task: help me build a clear guest list and keep track of it.

Format: a table with name, relationship, contact, status (invited, confirmed, declined), that I can paste into a spreadsheet.

What you get

A list you control from first day to last. You know who is coming, who is missing, with nothing forgotten.



The Invitation

PROMPT TO COPY

Role: you are a writer who makes people want to come.

Context: I am inviting people to [type of party], on [date] at [place and time], mood [tone I want].

Task: write the invitation text, warm and clear.

Format: two versions to choose from (one classic, one original), with the practical details and a line to confirm attendance.

What you get

An invitation people want to say yes to. You pass on the essentials in the right tone, without spending the evening on it.



The Timed Run of Show

PROMPT TO COPY

Role: you are a stage manager running the big day.

Context: my party runs from [time] to [time], at [venue], with [meal, activities, key moments planned].

Task: build the run of show hour by hour, realistic and smooth.

Format: a timeline (welcome, highlights, meal, close), who does what, and a margin for the unexpected.

What you get

A thread to follow all day. Everyone knows what to do and when, without running around in circles.



The Menu and Shopping

PROMPT TO COPY

Role: you are a caterer who thinks in quantities.

Context: I am hosting [number] people, including [children, special diets], food budget [amount].

Task: suggest a simple menu and the shopping list with the right quantities.

Format: the menu (starters, mains, dessert, drinks), the shopping list grouped by aisle, and the quantity per person.

What you get

Not too much, not too little. You shop with an accurate list, matched to your guests and your budget.



The Activities

PROMPT TO COPY

Role: you are a host who gets the mood going.

Context: my guests are aged [age ranges], the party is [indoors or outdoors], length [time].

Task: suggest activities and games suited to this crowd.

Format: five ideas, the gear needed, how long each one takes, and one calm option to catch a breath.

What you get

A party that stays alive instead of fizzling. You have ideas ready, matched to your guests and your venue.



The Few Words

PROMPT TO COPY

Role: you are a writer of short, touching speeches.

Context: I want to say a few words for [occasion], in front of [guests], about [person or event].

Task: help me write a sincere little speech, not too long and not awkward.

Format: an outline (hook, memory, thanks, close), the full text, and a shortened version.

What you get

The right words at the right moment. You speak up with confidence, no fumbling, no reading a whole page.



The Backup Plan

PROMPT TO COPY

Role: you are an organiser who plans for setbacks.

Context: my party is [indoors or outdoors], on [date], with [constraints: weather, children, gear].

Task: list the possible mishaps and a simple fix for each.

Format: a table (risk, warning sign, plan B), sorted from most to least likely.

What you get

Calm even when things wobble. You have a plan B ready for rain, a late start or a surprise guest.



The Thank-Yous

PROMPT TO COPY

Role: you are a thoughtful writer.

Context: my party is over, I want to thank [guests, people who helped, gifts received].

Task: help me write warm and personal thank-yous.

Format: one general message to post, and three short templates to personalise (for a gift, for help, for showing up).

What you get

A party that leaves a fond memory. You thank each person properly, and your care is what people remember.



THANK YOU · HAPPY HOSTING



One sentence, a big thank you.

These cards are offered to you, ad-free. Our only reward is your appreciation.

Give us 30 seconds

Take a moment to thank us on one of our networks. A public word, however short, encourages us to keep supporting you, one tip at a time.

Scan to join us and say thank you



WhatsApp



Mattermost



LinkedIn



Facebook