

Birthday Party PLANNER

DATE: _____ TIME: _____

LOCATION: _____

FOOD:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

SHOPPING LIST:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

ACTIVITIES/GAMES:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

DECORATIONS:

- _____
- _____
- _____

FAVORS:

- _____
- _____

Birthday Party

TO DO LIST

- Pick a party location and theme
- Choose a date and time for the party
- If needed, reserve your venue or entertainment
- Create a guest list
- Gather guest information (emails/phone numbers) as needed
- Create invitations
- Send invitations
- Keep track of RSVPs as they come in
(follow up with anyone who has not RSVPd)
- Brainstorm a food/drink list
- Put in food/cake orders, or add items needed to your shopping list
- Plan and prepare any activities or games
(add any supplies needed to your shopping list)
- Choose and order decorations
- Choose and order party favors
- Work on decorations, games, or activities that need to be prepared ahead
of time
- Purchase the items on your shopping list
- Pick up food orders
- Prepare any food as needed
- Decorate the party space
- Have a wonderful time celebrating!