



Birthday Party Planner

checklist

4 weeks to go

- Create guest list
- Select theme
- Purchase or make invitations
- Send or email invitations
- Book venue
- Book entertainment
- Decide on activities and games
- Decide on decorations
- _____
- _____

2 weeks to go

- Purchase or make decorations
- Purchase game & activities supplies
- Order birthday cake or cupcakes
- Purchase favors
- _____
- _____

day before

- Make sure camera is charged and ready
- Package party favors
- Pick up birthday cake or cupcakes
- Place food order
- Go grocery shopping
- _____
- _____

party day

- Buy party ice
- Set up decorations (balloons, streamers, table, etc.)
- _____
- _____

day after

- Write thank yous
- Mail thank yous
- _____
- _____

Party Date:

Time:

Location:

Theme:

Budget:

guest list

guest name	invitation sent	# attending	thank you sent

venue & entertainment

name/location/contact	booked	deposit paid	confirmation

activities & games

type	supplies	make or purchase

favors

type	supplies	make or purchase

decorations

description/location	supplies	make or purchase

food & beverage

food	count	serving piece	information

shopping list

supplies

food & drinks

- Plates
- Cups
- Utensils
- Napkins
- Tablecloths
- Balloons
- Streamers
- Candles/matches
- Banner
- Permission forms (if needed)
- _____
- _____
- _____

- Invitations
- Thank you cards
- Party favors
- Postage stamps
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- Cake/cupcakes
- Cookies
- Ice cream
- Pizza
- Hot dogs
- Crackers
- Pretzels
- Chips
- _____
- _____
- _____
- _____
- _____
- _____

- Water
- Juice
- Milk
- Soda
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

ideas/inspiration/sketches

Blank area for ideas, inspiration, and sketches.