

Birthday Party Planning

CHECKLIST

2-3 Months Out	<input checked="" type="checkbox"/>
Determine Budget	
Decide on a Theme	
Venue/Entertainment	
Set a Date/Time	
Decide # of Guests	
Order Invites	

1 Month Out	<input checked="" type="checkbox"/>
Order Cake	
Plan Menu	
Send Out Invites	
Order Party Favors	
Order Decorations	
Order Table, Chairs, Etc.	
Plan Games/Activities	
Create Supplies List	

1 Week Out	<input checked="" type="checkbox"/>
Create Music Playlist	
Clean House	
Pick Up Party Supplies	
Pick Up Food, Drinks, & Ice	
Choose an Outfit	

Day Before	<input checked="" type="checkbox"/>
Pick Up Cake	
Prep/Cook Food	
Set Up Tables & Chairs	
Hang Decorations & Games. Assemble Party Favors	

Day Of	<input checked="" type="checkbox"/>
Finish/Set Out Food	
Put Ice & Drinks in Coolers	
Put on the Music	

Birthday Party Planning

CHECKLIST

2-3 Months Out	<input checked="" type="checkbox"/>

1 Month Out	<input checked="" type="checkbox"/>

1 Week Out	<input checked="" type="checkbox"/>

Day Before	<input checked="" type="checkbox"/>

Day Of	<input checked="" type="checkbox"/>

Birthday Party

BUDGET PLANNER

Decorations	Price

Food/Drink	Price

Supplies	Price

Miscellaneous	Price

Venue	Price

TOTAL SPENT	
--------------------	--

Birthday Party Planning

VENUE COMPARISON

	Venue 1	Venue 2	Venue 3
Name			
Address			
Cost			
Additional Fees			
Deposit			
Food Included?			
Is Outside Food Allowed?			
# of Guests Allowed?			
How much time is included?			
Canellation Policy			
Additional Details			

Birthday Party Planning

SUPPLIES CHECKLIST

Tableware	<input checked="" type="checkbox"/>
Plates & Bowls	
Cups & Straws	
Napkins	
Silverware	
Cake Knife/Server	
Tablecloth	
Candles & Lighter	

Decorations	<input checked="" type="checkbox"/>
Banner & Streamers	
Balloons	
Noisemakers	
Centerpieces & Signs	
Party Hats	
Backdrops	
Photobooth/Props	

Printables	<input checked="" type="checkbox"/>
Invitations	
Food Labels/Tents	
Water Bottle Wraps	
Favor Tags	
Games	

Favors	<input checked="" type="checkbox"/>
Loot Bags	
Favor Toys	
Candy/Snacks	

Miscellaneous	<input checked="" type="checkbox"/>
Dishes/Trays/Cake Stand	
Table/Chairs/Tents	
Birthday Sash/Pin	
Cooler/Ice	

Birthday Party Planning

SUPPLIES LIST

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

Birthday Party

MENU

Snacks/Appetizers

Main Course

Drinks

Desserts

Birthday Party

Games/Activities

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>

	<input checked="" type="checkbox"/>