



# Birthday Party Planning Checklist



# Birthday Party Planning Checklist



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Child's name: \_\_\_\_\_

Age turning/Birthday : \_\_\_\_\_

Party date/time: \_\_\_\_\_

Party location/phone: \_\_\_\_\_

Party theme: \_\_\_\_\_

Party Cost \$: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ pd on \_\_\_\_\_

Balance \$ \_\_\_\_\_ due by \_\_\_\_\_ pd on \_\_\_\_\_

Main contact at party location: \_\_\_\_\_

Number of children allowed (based on selected pkg): \_\_\_\_\_

Other notes: \_\_\_\_\_

Clean up included       Party Contract Signed

## TO DO:

- Buy party supplies → → →
- Send party invitations
- Make/order cake/cupcakes
- Confirm party dates and info
- Decide on the menu
- Order food
- Confirm guest list
- Purchase thank you cards
- Charge camera
- Plan party outfit
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## PARTY SUPPLIES

- Party Banner
- Streamers
- Balloons
- Helium tank
- Tablecloths
- Cups
- Plates - small / large
- Cutlery
- Napkins
- Themed wall décor
- Themed table décor
- Party favors
- Cake/cupcake stand
- Other \_\_\_\_\_
- Other \_\_\_\_\_

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## Food Menu

- Main dishes: \_\_\_\_\_
- Fruits: \_\_\_\_\_
- Veggies: \_\_\_\_\_
- Drinks: \_\_\_\_\_
- Desserts/Sweets: \_\_\_\_\_
- Other: \_\_\_\_\_

## Invitees

## Attending

## Number of guests

1.	_____	yes/no	_____
2.	_____	yes/no	_____
3.	_____	yes/no	_____
4.	_____	yes/no	_____
5.	_____	yes/no	_____
6.	_____	yes/no	_____
7.	_____	yes/no	_____
8.	_____	yes/no	_____
9.	_____	yes/no	_____
10.	_____	yes/no	_____
11.	_____	yes/no	_____
12.	_____	yes/no	_____
13.	_____	yes/no	_____
14.	_____	yes/no	_____
15.	_____	yes/no	_____
16.	_____	yes/no	_____
17.	_____	yes/no	_____
18.	_____	yes/no	_____
19.	_____	yes/no	_____
20.	_____	yes/no	_____

# Birthday Party Planning Checklist

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Additional party notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Guests	Gift given
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____