

birthday guest checklist



invitation for:	RSVP y/n	parent name	parent contact #	gift	thank- you sent

birthday party checklist



planning task list

- * set time, date + venue
- * book venue or entertainment
- * send invitations
- * plan cake
- * set menu
- * plan activities
- * determine party schedule
- * choose music and/or movie
- * create shopping list
- * gather/shop for supplies
- * shop for food
- * prepare party favors
- * prepare food
- * decorate
- * make or pick-up cake
- *
- *

supply list

- * candles and matches/lighter
- * cake server + ice cream scoop
- * plates/cups/napkins/forks/spoons
- * tablecloth
- *
- *

decorations

- * balloons
- * streamers
- * banners
- * party favors
- *
- *

menu:	
main dish	
side dish(es)	
snack(s)	
breakfast (for sleepover parties)	
drinks	
cake	
ice cream	

shopping list:	

birthday party planning timeline



2-4 weeks before

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*
*

1 week before

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*
*

2 days before

- *
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*
*

1 day before

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*
*

party day

- *
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*
*

birthday party schedule

Use this form to schedule activities for the party.

time slot:	activity: