Birthday Party Checklist

DETAILS

Date: _____

Time: _____

Place: _____

Theme: _____

PLANNING

☐ Plan Menu

_____

_____

_____

☐ Entertainment/Activities

_____

_____

_____

SHOPPING LIST

- ☐ Invitations
- ☐ Party favors
- ☐ Balloons
- ☐ Decorations
- ☐ Party supplies (e.g. plates & cups)
- ☐ Cake (order or buy supplies)
- ☐ Candles
- ☐ Gift for birthday child
- ☐ Food and beverages
- ☐ _____

TO DO

- ☐ Assemble goody bags
- ☐ Bake or pick up cake
- ☐ Pick up or blow up balloons
- ☐ Prepare/order food, chill drinks
- ☐ Charge camera
- ☐ Decorate
- ☐ Set aside pen & paper to write down gifts
- ☐ Designate a gift table/area
- ☐ _____
- ☐ _____

INVITATIONS

Sent?	Name	Y/N
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