

BIRTHDAY PARTY CHECKLIST

DECISIONS, DECISIONS

- Set your budget
- Decide on location
- Pick a date
- Choose the time and duration
- Determine inclement weather back-up plan
- Decide on birthday outfit
- Decide on activities, entertainment, and games
- Decide on theme

CALL, BOOK, OR RESERVE

- Order food
- Order cake/desserts
- Rent tent, chairs, linens
- Book entertainment
- Book other vendors (if applicable)
- Call to confirm all vendors one week prior

T - 1 DAY TO PARTY TIME

- Prepare all party food that can be made in advance
- Decorate
- Charge camera and confirm there is enough space in memory card

WHO'S READY TO PARTY?

- Create a guest list
- Prepare invitations
- Send invitations
- Follow up with guests who have not RSVP'd

LET'S GO SHOPPING

- Non-perishable food
- Perishable food
- Drinks (for children and adults) & Ice
- Candles
- Thank you cards
- Party favors
- Décor (streamers, balloons, pictures, banners, etc...)
- Tableware:
 - o Linens
 - o Plates (appetizer, main meal, dessert) & cups
 - o Cutlery
 - o Napkins
 - o Serving dishes/platters

MISCELLANEOUS

- Create DIY décor
- Take out cash for tips
- Make music playlist
- If party is at home:
 - o Clean
 - o Mow grass

LAST MINUTE TO DO'S

- Pick up cake/dessert
- Prepare any food remaining
- Chill drinks
- Pick up or blow up balloons
- Take lots of pictures
- Enjoy your time
- Keep track of all gifts (name of gift and giver)

IT'S PARTY TIME

AFTER THE FUN

- Write personalized thank you cards
- Develop pictures from the party
- Write reviews for any vendors you have used

Party Planning Guide Checklist

Clifford Lane



Party Planning Guide Checklist:

Unveiling the Magic of Words: A Report on "**Party Planning Guide Checklist**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Party Planning Guide Checklist**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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