

# 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

**Liz Brewer**



## **Party Planning Guide:**

**The Official Party Planning Guide** Antonio Diaz,2020-08-24 You know what I love party planning I realize not everyone feels this way and though that is very difficult for me to understand I m trying to cope I love the process of planing a fiesta form start to finish From brainstorming to seeing the results on the day of your event it s all so exciting for me Sometimes when I plan events I have a tendency to overthink things So to help you not do that I m sharing a few really easy party planning tips One thing I ve found that makes party planning manageable is having a theme Your theme doesn t need to be overly complicated that defeats the purpose Determining the theme for your party narrows down the list of foods to serve music to play and drinks to have Most folks planning parties fail to prep and ensure they have enough time to get themselves ready When I plan parties I always add a little extra cushion of time to finish setting up get myself ready and pour a cocktail In the crazy excitement of planning for a party it s very important to make sure you have enough time to relax and chill before your guests arrive You can find everything you need to start your own party in this book *The Birthday Party Planning Guide* Pete Gradowski,2016-02-26 Kids grow up fast That s why it s vitally important to capture as many magic moments and memories as you possibly can while they re still young For kids under 12 years of age there is no better place to capture these treasured memories than at the most exciting event of the year for them their birthday party However an unforgettable birthday party doesn t just come together on its own It requires thought planning and work At times the planning process can seem a bit overwhelming But it doesn t have to be Planning your child s next party can be fun and easy but only if you have the right plan And that s exactly what this book gives you Inside you ll learn How to choose the right party date and which RSVP matters most to your child How to create an unforgettable theme that will capture your child s heart and leave a lasting memory for the rest of their life How to select the proper location for your child s party and which locations are best by age group How to hire outside entertainment to create a truly remarkable experience for you your child and your guests as well as pitfalls to avoid How to plan for Food Supplies Goodie Bags and much more PLUS a bonus chapter on last minute planning AND a party planning checklist to walk you through every step on your journey to creating the most magical amazing memorable birthday party of your child s life until next year s party **The Official Party Planning Guide** Leslie Gibbons,2020-11-24 You know what I love party planning I realize not everyone feels this way and though that is very difficult for me to understand I m trying to cope I love the process of planing a fiesta form start to finish From brainstorming to seeing the results on the day of your event it s all so exciting for me Sometimes when I plan events I have a tendency to overthink things So to help you not do that I m sharing a few really easy party planning tips One thing I ve found that makes party planning manageable is having a theme Your theme doesn t need to be overly complicated that defeats the purpose Determining the theme for your party narrows down the list of foods to serve music to play and drinks to have Most folks planning parties fail to prep and ensure they have enough time to get themselves ready When I plan parties I always

add a little extra cushion of time to finish setting up get myself ready and pour a cocktail In the crazy excitement of planning for a party it s very important to make sure you have enough time to relax and chill before your guests arrive You can find everything you need to start your own party in this book **The Party Planning** Rita L. Spears,2017-03-02 New at party planning Don t panic if you haven t the first clue where to begin We ll guide you step by step from the moment the idea first comes to mind to the departure of your last guest You ll learn how to decide what kind of party you want to throw where how to budget plan your food and bar menus ideas for party invitations party themes decorating preparing your home and more And we have a Party Checklist Party Timetable Budget Planner Menu Planner Beverage Planner with printouts and links to sites that can provide you with even more ideas This event planner e book contains proven tips and methods that will help you not only plan a successful party but become an awesome confident super host and enjoy every moment of the process Party supplies you ll need Party planning checklist Tips for planning a party Choosing a theme Planning a surprise party Creating cheaper party decorations Making your own party invitations Outdoor and indoor party games Teenage and Adult party games Kids party craft ideas and activities Birthday party ideas Cake decorating ideas Party food ideas Ideas for Party favors *Party and Event Planning* Barbara Roop,2017-02-15 Want to learn exactly how to get started planning a party or event and learn what the pros do Discover The Secrets For Successful Party Planning That Teach You How to Organize The Best Parties Every Time Even As A Beginner Just Follow The Instructions And You ll Be Organizing Events Like A Pro In No Time Are you ready to get started on your journey to becoming a skilled party or event organizer Yes Then let s get started All too often a party planner will rush right out buy the first invitations and decorations they see at the store grab any kind of drinks and jump right into organizing an important function without even thinking about what they really need Sadly the experience is usually less than positive and the party ends up a flop with nothing to show for all that effort The flowers end up in the bin and the dream of hosting a fabulous party disappears forever Another scenario that occurs frequently is taking party planning advice from a buddy or acquaintance presenting herself as a self proclaimed expert party planner You know the type She knows it all and proceeds to let you know everything you are doing wrong Before you know it you have connected the experience with the jerk and you let the whole experience fade into oblivion never willing to try it again It doesn t have to be like that You can learn the basics of party planning and take it to whatever destination you desire You can do it with your own copy of *Party and Event Planning* *Party and Event Planning* gives you everything you need to get started Not only will you learn how to select the right food and drinks for your party you will learn also learn how to maintain your guests interest with the right kind of entertainment Here s more Are You Prepared for Organising a Party or Event Although the guests find it a entertaining activity only you will know how much effort and planning went into it beforehand So how about using a timeline Do You Really Need Insurance It s a party who would ever think of the necessity for insurance However without the right kind of insurance you risk the costs of litigation should any guest be hurt on your premises Learn

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**Kid's Party Planner: The Ultimate Guide to Throwing an Unforgettable Celebration** Pasquale De Marco,2025-08-10 Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration is the ultimate guide to planning and throwing an unforgettable kid s party This comprehensive book covers everything you need to know from choosing a theme and setting a budget to creating a guest list and sending out invitations You ll also find tips on food drinks decorations games and activities Whether you re planning a small party for a few close friends or a large party for the whole neighborhood this book has everything you need to make your party a success In Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration you ll find Tips on planning the perfect party for any age group Creative ideas for food drinks decorations games and activities Advice on how to budget for your party Tips on how to keep your party safe and fun for everyone With Kid s Party Planner The Ultimate Guide to Throwing an Unforgettable Celebration you ll be able to throw a kid s party that your child and their friends will love So what are you waiting for Start planning your next party today Planning a kid s party can be a lot of work but it s also a lot of fun With a little planning and preparation you can throw a party that your child and their friends will love So what are you waiting for Start planning your next party today If you like this book write a review

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**The Beginner's Guide to Party Planning** Gina Summers,2011-06-12 If you want to learn how to throw fun unique parties that your friends and family will love you for then The Beginner s Guide to Party Planning is the perfect book to introduce you to the fun and rewarding art of party planning In The Beginner s Guide to Party Planning Gina Summers takes you step by step through the party planning process step by step with absolutely nothing left out All of the advice is simple and practical and covers all the major areas of this wonderful pursuit including Guidelines for throwing any kind of party including birthday parties dinner parties graduation

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**Birthday Party Planning Checklist Notebook** Creative Journals,2016-12-18 For the party planner in your life or maybe that s you this Birthday Party Planning Checklist Notebook is the ideal way to keep your party planning thoughts and ideas in one place With lines and check boxes you can easily check off your items as you accomplish them Have a fun time staying organized in your new party planner organizer book

**The Party Planning** Rita L. Spears,2017-03-05 New at party planning Don t panic if you haven t the first clue where to begin We ll guide you step by step from the moment the idea first comes to mind to the departure of your last guest You ll learn how to decide what kind of party you want to throw where how to budget plan your food and bar menus ideas for party invitations party themes decorating preparing your home and more And we have a Party Checklist Party Timetable Budget Planner Menu Planner Beverage Planner with printouts and links to sites that can provide you with even more ideas This event planner e book contains proven tips and methods that will help you not only plan a successful party but become an awesome confident super host and enjoy every moment of the process Party supplies you ll need Party planning checklist Tips for planning a party Choosing a theme Planning a surprise party Creating cheaper party decorations Making your own party invitations Outdoor and indoor party games Teenage and Adult party games Kids party craft ideas and activities Birthday party ideas Cake decorating ideas Party food ideas Ideas for Party favors

**The Complete Guide to Successful Event Planning** Shannon Kilkenny,2011 Book CD ROM This is the most thorough concise and easy to follow event planning book available From the initial concept of the event to ongoing management this book provides techniques to increase your chances of success and systems to avoid many common mistakes It shows you dozens of ways to save time and money and introduces you to every facet of the planning process This ultimate guidebook equips readers with new ideas support and creative problem solving skills The chapters follow the dynamics of the actual event planning process and are supported by extensive checklists and timelines As readers undertake the complexities of daily responsibilities and tasks the guide inspires efficiency and confidence and makes it possible to stay on track This revised 2nd edition includes information on timely practices such as planning environmentally friendly parties using technology applications and gadgets to orchestrate a modern event and generating enthusiasm for your

events using social media and social networking The companion CD ROM included with the book contains helpful checklists worksheets and contracts and agreements to help you co ordinate an organised event On the CD ROM you will find sample speaker agreements timelines for planning your event status reports budget sheets site selection checklists and much more

*Party Planning Tips for the Clueless Chick* Jennifer Durbin,2012-08-27 Clueless about party planning *Party Planning Tips for The Clueless Chick* is a party planning quick start guide that will turn what could be days of aimless searching into a fun quick read This party planning guide will give you the tips and tricks you need to plan the perfect party for 12 or 200 *Party Planning Tips for The Clueless Chick* will guide you through questions like Should I hire a party planner How do I choose a party style How do I plan with co hostesses What are my hostess guest responsibilities What setup and cleanup logistics do I need to plan Can I plan a party on a tight budget How do I plan a green party and much more Whether you are planning your first party or are looking for ways to make the party planning process easier sit back relax and enjoy as *Party Planning Tips for The Clueless Chick* uncomplicates your life

**The Party Planner: An Expert Organizing Guide for Entertaining ,**  
*Planning Perfect Parties* Jennifer Lynn Jones,2014-11-01 Learn how to throw a pampering party that will go down in history Or plan a game night a costume party a themed bash with friends or anything else you dream up *Planning Perfect Parties* will fuel your creativity and supply you with tips and techniques to make your next party a can t miss success

**Party Planning Checklist Journal** Creative Journals,2016-12-17 *Party Planning Checklist Journal* is a way for you to keep your plans organized Each page is lined and check boxes are beside each line so that you can write down everything that needs to get done and check it off as you go along Keep the party planning stress free and organized Happy party planning

**Party Planning Guide** Carla Kaye Jones,BACCHUS (Student organization : Oklahoma State University),198? **Liz Brewer's Ultimate Guide to Party Planning and Etiquette** Liz Brewer,2011 The author takes readers through every stage of organizing a party from initial idea through themes decoration food entertainment staff and behaviour Never again will your guests be left wanting or your corn on the cob be overcooked

*Direct Sales Party Plan- Party Your Way To Success ,* **The Office: The Official Party Planning Guide to Planning Parties** Marc Sumerak,Julie Tremaine,Anne Murlowski,2020-10-13 Authentic parties recipes and pranks from the Dundies to Kevin s famous chili Title page A *Meeting Planner's Guide to Catered Events* Patti J. Shock,John M. Stefanelli,2008-10-20 Food and beverage is the largest portion of a meeting budget but most meeting and event planners have no formal background in purchasing and managing this expense This guide helps event meeting and convention planners save money negotiate contracts deal with catering managers and successfully manage the food and beverage aspect of their event Covering everything from styles of service to on premise and off premise considerations to food and beverage contract negotiation this book is a comprehensive and accessible reference for event planners and students

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