# BIRTHDAY PARTY

# 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, OF 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

# EAT & DRINK & BE MERRY

- · Plan your menu
- Create a shopping list
- · Buy non-perishable food
- Buy perishable food

# LET'S GO SHOPPING

- Non-perishable food
- · Perishable food
- Drinks (for children and adults) & Ice
- Candles
- Thank you cards
- Party favors

- · Tableware:
  - o Linens
  - o Plates (appetizer, main meal, dessert) & cups
  - o Cutlery
  - o Napkins
  - o Serving dishes/platters
- Décor (streamers, balloons, pictures, banners, etc...)

# MISCELLANOUS

- Create DIY décor
- Take out cash for tips
- Make music playlist

- If party is at home:
  - o Clean
  - o Mow grass

# LAST MINUTE TO DOS

- Pick up cake/dessert
- Prepare any food remaining •
- Chill drinks
- Pick up or blow up balloons

#### ITS PARTY TIME

- Take lots of pictures
- Enjoy your time
- Keep track of all gifts (name of gift and giver)

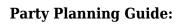
## AFTER THE FUN

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

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**Daniela Niemeyer** 



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#### **Table of Contents Party Planning Guide**

- 1. Understanding the eBook Party Planning Guide
  - The Rise of Digital Reading Party Planning Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Party Planning Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - o Features to Look for in an Party Planning Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Party Planning Guide
  - Personalized Recommendations
  - Party Planning Guide User Reviews and Ratings
  - Party Planning Guide and Bestseller Lists
- 5. Accessing Party Planning Guide Free and Paid eBooks
  - o Party Planning Guide Public Domain eBooks
  - Party Planning Guide eBook Subscription Services

- Party Planning Guide Budget-Friendly Options
- 6. Navigating Party Planning Guide eBook Formats
  - ∘ ePub, PDF, MOBI, and More
  - Party Planning Guide Compatibility with Devices
  - o Party Planning Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Party Planning Guide
  - Highlighting and Note-Taking Party Planning Guide
  - Interactive Elements Party Planning Guide
- 8. Staying Engaged with Party Planning Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Party Planning Guide
- 9. Balancing eBooks and Physical Books Party Planning Guide
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Party Planning Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Party Planning Guide
  - Setting Reading Goals Party Planning Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Party Planning Guide
  - Fact-Checking eBook Content of Party Planning Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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