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)

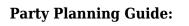
AFTER THE FUN

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

 JacOtAllThings.com

Party Planning Guide

Rita L. Spears



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