kid's birthday party planner

- ☐ party date _____
- ☐ party time _____
- ☐ make guest list
- ☐ address invitations
- ☐ mail invitations
- ☐ party theme _____
- ☐ favors _____

  _____

  _____

  _____

- ☐ order/make cake

  design: _____

  _____

- ☐ plan party location & reserve

  _____

- ☐ write thank you notes
- ☐ mail thank you notes

food

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

to buy

- ☐ invitations
- ☐ stamps
- ☐ cups
- ☐ plates
- ☐ napkins
- ☐ tablecloths
- ☐ utensils
- ☐ balloons
- ☐ streamers/signs
- ☐ favors/party bags
- ☐ food
- ☐ game materials
- ☐ _____
- ☐ _____

games

_____

_____

_____

_____

_____

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