

Your birthday party Buttoned Up.™

For your child's next birthday, rather than bogging down in planning details, stay focused on the big picture and on having fun. Use this checklist to sanely plan a party.

party date:

location:

theme:

checklist

2-4 weeks to go

- Create guest list
- Send invitations or Evite
- Book venue
- Book entertainment
- Select theme
- _____
- _____
- _____

1 week to go

- Shop for supplies
- Order birthday cake
- _____
- _____
- _____

day before

- Make sure camera is charged and ready
- Stop by ATM for cash (if hiring entertainers)
- Package party favors
- Pick up birthday cake
- Place food order (e.g. pizza)
- Go grocery shopping
- _____
- _____
- _____

party day

- Buy party ice
- Set up balloons, streamers, table, etc.
- _____
- _____
- _____

guest list

name	invitation sent	# attending	thank you sent
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
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	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>

entertainment

type	booked	deposit paid	received confirmation
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

shopping list

supplies		food	
<input type="checkbox"/> plates	<input type="checkbox"/> invitations	<input type="checkbox"/> hot dogs	<input type="checkbox"/> bottled water
<input type="checkbox"/> cups	<input type="checkbox"/> thank you cards	<input type="checkbox"/> pizza	<input type="checkbox"/> soda
<input type="checkbox"/> flatware	<input type="checkbox"/> party favors	<input type="checkbox"/> pretzels	<input type="checkbox"/>
<input type="checkbox"/> napkins	<input type="checkbox"/> postage stamps	<input type="checkbox"/> Cheez-It® crackers	<input type="checkbox"/>
<input type="checkbox"/> balloons	<input type="checkbox"/>	<input type="checkbox"/> cake	<input type="checkbox"/>
<input type="checkbox"/> streamers	<input type="checkbox"/>	<input type="checkbox"/> ice cream	<input type="checkbox"/>
<input type="checkbox"/> candles/matches	<input type="checkbox"/>	<input type="checkbox"/> chips	<input type="checkbox"/>
<input type="checkbox"/> banner	<input type="checkbox"/>	<input type="checkbox"/> fruit	<input type="checkbox"/>
<input type="checkbox"/> permission forms (if needed)	<input type="checkbox"/>	<input type="checkbox"/> juice	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> milk	<input type="checkbox"/>