Party Planner

For _____'s __ Birthday

Date

_____

Time

_____

Theme

_____

_____

Entertainment/
Activities/Games
Music

_____

_____

_____

_____

Cake

_____

Food/Menu

_____

_____

_____

_____

Relatives/Sitter/Help

_____

_____

_____

Invitations

_____

Camera/Video

_____

_____

Party Supplies

_____

_____

_____

_____

To Do:

- ☐ Help child select theme.
- ☐ Make guest list.
- ☐ Choose date & time
- ☐ Decide where to have it.
- ☐ Book place/entertainment.
- ☐ Buy or make invitations.
- ☐ Mail or deliver invitations.
- ☐ Put guest list near telephone.
- ☐ Decide on food/menu.
- ☐ Decide to bake or order cake.
- ☐ Decide to make or order food.
- ☐ Decide on decorations.
- ☐ If ordering cake, order it.
- ☐ If ordering food, order it.
- ☐ Make list of groceries.
- ☐ Decide on party activities.
- ☐ Try out any new game/activity.
- ☐ Get books or tapes.
- ☐ Line up help for party.
- ☐ Gather party supplies.
- ☐ Make list of needed supplies.
- ☐ Shop for groceries.
- ☐ Shop for party supplies, candles.
- ☐ Purchase candy, party favors.
- ☐ Prepare crafts ahead of time.
- ☐ Assemble favor bags.
- ☐ Check camera, get film.
- ☐ Charge video camera.
- ☐ Bake or pick up cake.
- ☐ Pick up, arrange deliveries.
- ☐ Confirm entertainment.
- ☐ Confirm helpers.
- ☐ Set up activities.
- ☐ Set up party area/decorations.
- ☐ Dress everyone.
- ☐ Talk with child about party.

Have a Great Time!

NorthForkParents.com
Your Family Connection
To All Things Local

Guest List
Family & Friends

- ☐ _____
- ☐ _____
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Gift Ideas

_____

_____

_____

_____

_____