

# THE PERFECT PARTY PLANNER

**THEME**

WHAT IS THE PARTY BASED ON?  
WHAT'S THE COLOR SCHEME?

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**WELCOME ACTIVITY**

WHILE CHILDREN ARE ARRIVING, WHAT CAN KEEP THEM BUSY AND EXCITED WHILE OTHERS ARE ARRIVING?  
FACE PAINTING, COLORING PARTY RELATED ITEMS, BLOW UP BALLOONS, ETC.

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**ACTIVITY STATIONS**

WHAT ARE VARIOUS GAMES OR ACTIVITIES TO ROTATE THROUGH?  
LOCATIONS FOR ACTIVITIES? WHO WILL SUPERVISE DIFFERENT ACTIVITIES?

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**INVITATIONS**

PURCHASED, ONLINE IDEAS, HOMEMADE IF HAND-DELIVERED, WHAT CAN BE INCLUDED? IF MAILED, HOW CAN THEY BE DRESSED UP?

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**CAKE**

HOMEMADE OR PURCHASED?  
CAN IT BE DECORATED WITH CANDY, TAGS, PAPER TOPPERS, ETC.

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**PHOTO OP**

BACKDROP? LOCATION?  
PROPS OR COSTUMES?

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**DÉCOR**

TISSUE POMS, LANTERNS,  
PAPER FLOWERS, PENNANT BANNERS, ETC.

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**FOOD**

WILL YOU SERVE A MEAL, SNACKS OR TREATS?  
WHAT CAN BE MADE AHEAD OF TIME?

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**SURPRISE**

WHAT WILL "WOW" THE BIRTHDAY CHILD & THE GUESTS & HAVE THEM TALKING FOR DAYS?  
SPECIAL GUEST, MAGIC SHOW, ANIMAL, OUTSIDE ACTIVITY

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**MAIN TABLE**

WHAT CAN ADD IMPACT, HEIGHT & DRAMA?  
CAKE STANDS, DESSERT TRAYS, GLASS JARS, APOTHECARY JARS, ETC.

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**MUSIC**

WHAT SONGS WILL ADD TO THE AMBIENCE & THEME?  
PLAY FROM IPOD OR PHONE? SPEAKERS?

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**PARTY FAVORS**

WHAT IS A PERSONALIZED WAY TO THANK GUESTS?  
KEEP WITH THEME OR COLOR SCHEME, PERSONALIZED TAGS, PACKAGING

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