

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	
<input type="checkbox"/>	Create guest list
<input type="checkbox"/>	Send invitations or Evite
<input type="checkbox"/>	Book venue
<input type="checkbox"/>	Book entertainment
<input type="checkbox"/>	Select theme
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
1 week to go	
<input type="checkbox"/>	Shop for supplies
<input type="checkbox"/>	Order birthday cake
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
day before	
<input type="checkbox"/>	Make sure camera is charged and ready
<input type="checkbox"/>	Stop by ATM for cash (if hiring entertainers)
<input type="checkbox"/>	Package party favors
<input type="checkbox"/>	Pick up birthday cake
<input type="checkbox"/>	Place food order (e.g. pizza)
<input type="checkbox"/>	Go grocery shopping
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
party day	
<input type="checkbox"/>	Buy party ice
<input type="checkbox"/>	Set up balloons, streamers, table, etc.
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

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

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