

# kid's birthday party planner

- party date \_\_\_\_\_
- party time \_\_\_\_\_
- make guest list
- address invitations
- mail invitations
- party theme \_\_\_\_\_
- favors \_\_\_\_\_

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- order/make cake  
design: \_\_\_\_\_

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- plan party location & reserve

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- write thank you notes
- mail thank you notes

## games

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## food

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## to buy

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