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:

buttoned up®

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
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○
	○		○

entertainment

type	booked	deposit paid	received confirmation
	○	○	○
	○	○	○
	○	○	○
	○	○	○
	○	○	○

shopping list

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