

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="checkbox"/> _____
<input type="checkbox"/> _____
1 week to go
<input type="checkbox"/> Shop for supplies
<input type="checkbox"/> Order birthday cake
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____
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="checkbox"/> _____
<input type="checkbox"/> _____
party day
<input type="checkbox"/> Buy party ice
<input type="checkbox"/> Set up balloons, streamers, table, etc.
<input type="checkbox"/> _____
<input type="checkbox"/> _____
<input type="checkbox"/> _____

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

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