

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"/>
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	<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"/>	hot dogs
<input type="checkbox"/>	cuppers	<input type="checkbox"/>	pizza
<input type="checkbox"/>	flatware	<input type="checkbox"/>	pretzels
<input type="checkbox"/>	napkins	<input type="checkbox"/>	Cheeze-It® crackers
<input type="checkbox"/>	balloons	<input type="checkbox"/>	cake
<input type="checkbox"/>	streamers	<input type="checkbox"/>	ice cream
<input type="checkbox"/>	candles/matches	<input type="checkbox"/>	chips
<input type="checkbox"/>	banner	<input type="checkbox"/>	fruit
<input type="checkbox"/>	permission forms (if needed)	<input type="checkbox"/>	juice
<input type="checkbox"/>		<input type="checkbox"/>	milk