

on having fun, use this checklist to safely plan a party.

checklist	guest list			
2-4 weeks to go	name	invitation sent	# attending	thank you sent
<input type="checkbox"/> Create guest list		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Send invitations or Evite		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Book venue		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Book entertainment		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Select theme		<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"/>
1 week to go				
<input type="checkbox"/> Shop for supplies		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Order birthday cake		<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"/>
day before				
<input type="checkbox"/> Make sure camera is charged and ready		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Stop by ATM for cash (if hiring entertainers)		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Package party favors		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Pick up birthday cake		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Place food order (e.g. pizza)		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> Go grocery shopping		<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/> _____				
<input type="checkbox"/> _____				
<input type="checkbox"/> _____				
party day				
<input type="checkbox"/> Buy party ice				

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"/> costume stamps	<input type="checkbox"/> Cheez-It® crackers	<input type="checkbox"/>