6 WEEKS BEFORE DAY BEFORE Select Party Date & Time Make Name Tags Select Party Location Confirm Orders & Delivery Times Create Guest List Lay Out Party Clothes Choose Party Theme Make or Pick Up Cake Plan Activities & Book Entertainment PARTY DAY Set Up Tables & Decorations Print or Purchase Invitations & Decorations Arrange Adult Refreshments Send Invitations Bring Cake to Room Temperature Check Temperature of Party Space (It should feel cool.) 2 WEEKS BEFORE Get Favors Ready Print or Purchase Goody Bags & Party Favors Place Balloons at Entryway Choose a Birthday Cake Decide Where Coats & Presents Go Secure Help From Friends & Family Keep First-Aid Kit Handy Order Rentals PARTY-TIME! 1 WEEK BEFORE Turn on Music Plan Party Refreshments/ Food Have Fun! Check Camera Batteries, Memory Cards, & Film Check First-Aid Kit Select Party Music Assemble Favors

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