

## Birthday Party Checklist



DETAILS	SHOPPING LIST	INVITATIONS
Date:	☐ Invitations ☐ Party favors	Sent?   Name   Y/N
Time:		
Place:	<ul> <li>Decorations</li> <li>Party supplies (e.g. plates &amp; cups)</li> <li>Cake (order or buy supplies)</li> <li>Candles</li> </ul>	
PLANNING	Gift for birthday child	
☐ Plan Menu	Food and beverages	
	TO DO	
Entertainment/Activities	Assemble goody bags Bake or pick up cake Pick up or blow up balloons Prepare/order food, chill drinks Charge camera Decorate Set aside pen & paper to write down gifts Designate a gift table/area	