

birthday party planner

to do	✓	to buy	✓	party schedule
Select party date	<input type="checkbox"/>	Invitations	<input type="checkbox"/>	start: _____
Make guest list	<input type="checkbox"/>	Stamps	<input type="checkbox"/>	8:15 _____
Address invitations	<input type="checkbox"/>	Paper cups	<input type="checkbox"/>	8:30 _____
Mail invitations	<input type="checkbox"/>	Paper plates	<input type="checkbox"/>	8:45 _____
Plan party theme	<input type="checkbox"/>	Napkins	<input type="checkbox"/>	1:00 _____
Decide on favors	<input type="checkbox"/>	Tablecloth	<input type="checkbox"/>	1:15 _____
Order birthday cake	<input type="checkbox"/>	Utensils	<input type="checkbox"/>	1:30 _____
Plan entertainment	<input type="checkbox"/>	Balloons	<input type="checkbox"/>	1:45 _____
Contact entertainers	<input type="checkbox"/>	Streamers/string	<input type="checkbox"/>	2:00 _____
Buy food, drink items	<input type="checkbox"/>	Place cards	<input type="checkbox"/>	2:15 _____
Prepare house for party	<input type="checkbox"/>	Favors/party bags	<input type="checkbox"/>	2:30 _____
Decorate	<input type="checkbox"/>		<input type="checkbox"/>	2:45 _____
	<input type="checkbox"/>		<input type="checkbox"/>	3:00 _____
Clean up	<input type="checkbox"/>		<input type="checkbox"/>	
Write thank-you notes	<input type="checkbox"/>		<input type="checkbox"/>	
Mail thank-you notes	<input type="checkbox"/>		<input type="checkbox"/>	

notes	party info
_____	date: _____
_____	time: _____
_____	theme: _____
_____	cake: _____
_____	favors: _____
_____	entertainment: _____