

## kid's birthday party planner

- ☐ party date \_\_\_\_\_
- ☐ party time \_\_\_\_\_
- ☐ make guest list
- ☐ address invitations
- ☐ mail invitations
- ☐ party theme \_\_\_\_\_
- ☐ favors \_\_\_\_\_

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- ☐ order/make cake design: \_\_\_\_\_

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- ☐ plan party location & reserve

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- ☐ write thank you notes
- ☐ mail thank you notes

### games

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### food

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
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- ☐ \_\_\_\_\_

### to buy

- ☐ invitations
- ☐ stamps
- ☐ cups
- ☐ plates
- ☐ napkins
- ☐ tablecloths
- ☐ utensils
- ☐ balloons
- ☐ streamers/signs
- ☐ favors/party bags
- ☐ food
- ☐ game materials

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_