Birthday Party Checklist

DETAILS

Date: _____

Time: _____

Place: _____

Theme: _____

PLANNING

☐ Plan Menu

_____

_____

_____

☐ Entertainment/Activities

_____

_____

_____

SHOPPING LIST

☐ Invitations
☐ Party favors
☐ Balloons
☐ Decorations
☐ Party supplies (e.g. plates & cups)
☐ Cake (order or buy supplies)
☐ Candles
☐ Gift for birthday child
☐ Food and beverages
☐ _____

TO DO

☐ 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
☐ _____
☐ _____

INVITATIONS

Sent?	Name	Y/N
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