

kid's birthday party planner

- party date _____
- party time _____
- make guest list
- address invitations
- mail invitations
- party theme _____
- favors _____

- order/make cake design: _____

- plan party location & reserve

- write thank you notes
- mail thank you notes

games

food

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

to buy

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