

BIRTHDAY PARTY CHECKLIST

DECISIONS, DECISIONS

- Set your budget
- Decide on location
- Pick a date
- Choose the time and duration
- Determine inclement weather back-up plan
- Decide on birthday outfit
- Decide on activities, entertainment, and games
- Decide on theme

CALL, BOOK, OR RESERVE

- Order food
- Order cake/desserts
- Rent tent, chairs, linens
- Book entertainment
- Book other vendors (if applicable)
- Call to confirm all vendors one week prior

T - 1 DAY TO PARTY TIME

- Prepare all party food that can be made in advance
- Decorate
- Charge camera and confirm there is enough space in memory card

WHO'S READY TO PARTY?

- Create a guest list
- Prepare invitations
- Send invitations
- Follow up with guests who have not RSVP'd

LET'S GO SHOPPING

- Non-perishable food
- Perishable food
- Drinks (for children and adults) & Ice
- Candles
- Thank you cards
- Party favors
- Décor (streamers, balloons, pictures, banners, etc...)
- Tableware:
 - o Linens
 - o Plates (appetizer, main meal, dessert) & cups
 - o Cutlery
 - o Napkins
 - o Serving dishes/platters

MISCELLANEOUS

- Create DIY décor
- Take out cash for tips
- Make music playlist
- If party is at home:
 - o Clean
 - o Mow grass

LAST MINUTE TO DO'S

- Pick up cake/dessert
- Prepare any food remaining
- Chill drinks
- Pick up or blow up balloons
- Take lots of pictures
- Enjoy your time
- Keep track of all gifts (name of gift and giver)

IT'S PARTY TIME

AFTER THE FUN

- Write personalized thank you cards
- Develop pictures from the party
- Write reviews for any vendors you have used

Party Planning Guide

B Lingard



Party Planning Guide:

Party Planning Guide Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Party Planning Guide**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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