# BIRTHDAY PARTY

# 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, OF 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

#### EAT & DRINK & BE MERRY

- · Plan your menu
- Create a shopping list
- · Buy non-perishable food
- Buy perishable food

# LET'S GO SHOPPING

- Non-perishable food
- Perishable food
- Drinks (for children and adults) & Ice
- Candles
- Thank you cards
- Party favors

- Tableware:
  - o Linens
  - o Plates (appetizer, main meal, dessert) & cups
  - o Cutlery
  - o Napkins
  - o Serving dishes/platters
- Décor (streamers, balloons, pictures, banners, etc...)

#### MISCELLANOUS

- Create DIY décor
- Take out cash for tips
- Make music playlist

- If party is at home:
  - o Clean
  - o Mow grass

# LAST MINUTE TO DOS

- Pick up cake/dessert
- Prepare any food remaining •
- Chill drinks
- Pick up or blow up balloons

#### ITS PARTY TIME

- Take lots of pictures
- Enjoy your time
- Keep track of all gifts (name of gift and giver)

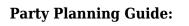
#### AFTER THE FUN

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

  JacOtAllThings.com

# **Party Planning Guide**

**Scott C. Dulebohn** 



Discover tales of courage and bravery in Explore Bravery with is empowering ebook, Unleash Courage in **Party Planning Guide**. In a downloadable PDF format ( Download in PDF: \*), this collection inspires and motivates. Download now to witness the indomitable spirit of those who dared to be brave.

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