

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

Antonio Diaz



Party Planning Guide:

Reviewing **Party Planning Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Party Planning Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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