

Birthday Party Checklist

Check when
Completed

<input type="checkbox"/>	Step 1. When and Where: Set the date, time and location
	Birthday Party for:
	Date:
	Time:
	Location:

<input type="checkbox"/>	Step 2. Determine your guest list (Use Guest Tracker Sheet)
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<input type="checkbox"/>	Step 3. Decide on a theme, and purchase invitations and thank you cards
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<input type="checkbox"/>	Step 4. Compile Birthday Wish List (optional, but guests may ask what gift to purchase)									
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<input type="checkbox"/>	Step 5. Send invitations and track RSVPs (Use Guest Tracker Sheet)
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<input type="checkbox"/>	Step 6. Plan the menu
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Snacks	Beverages	Main Meal	Dessert
			Cake
			Ice Cream

Step 7. Shop for decorations and supplies

Paper Goods:

- Cups
- Napkins
- Paper Plates
- Utensils

Supplies:

- Gift
- Candles
- Flowers
- Themed decorations
- Party Favors
- Games to play
- Groceries (2 days before party)
- Balloons (day of party)

Additional items:
