Birthday Party Checklist

Check when

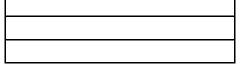
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	Step 1. When and Where: Set the date, time and location
	Birthday Party for:
	Date:
	Time:
	Location:

Step 2. Determine your guest list (Use Guest Tracker Sheet)

Step 3. Decide on a theme, and purchase invitations and thank you cards

Step 4. Compile Birthday Wish List (optional, but guests may ask what gift to purchase)



Step 5. Send invitations and track RSVPs (Use Guest Tracker Sheet)

Step 6. Plan the menu

Snacks	Beverages	Main Meal	Dessert
			Cake
			Ice Cream

Step 7. Shop for decorations and supplies

Paper Goods:	Additional items:
Cups	
Napkins	
Paper Plates	
Utensils	
<u>Supplies:</u>	
Gift	
Candles	
Flowers	
Themed decorations	
Party Favors	
Games to play	
Groceries (2 days before party)	
Balloons (day of party)	