

Kids' Birthday Party Planner

Title: _____

The Essentials

Occasion:

Theme:

Date:

RSVP by:

Time:

Location:

The Details

Main Colors

Characters

Invitations

Thank you Notes

- Buy or create
- Address
- Mail/send to school
- Ideas:

- Buy or create
- Address
- Mail/send to school
- Ideas:

Food and Drinks

Food/Drink Name	Needed Supplies and Ingredients/To Do
<input type="checkbox"/> Main dish:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Side:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Side:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Side:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Snack:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Snack:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Snack:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Drink:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Drink:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Cake/Cupcakes:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Games/Activities

Game/Activity Name	To Do
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Favors

Favor	To Buy/To Do
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Decorations

Decoration Name	To Do
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

To Buy/Grocery List

Non-Food

Food

Plastic party platters

Cupcake liners and picks

(insert color) Tablecloths

Favor bags or cups

(insert color) Streamers

(insert color) Balloons

Food plates

Dessert plates

Napkins

Spoons, forks, knives

Serving spoons, forks, tongs

Day of Party To Do List

Category	To Do
<input type="checkbox"/> Set up and clean	<input type="checkbox"/> Clean and set up chairs inside and outside chairs <input type="checkbox"/> Clean patios <input type="checkbox"/> Spray for bugs <input type="checkbox"/> Get the kid to clean his room! <input type="checkbox"/> Clean bathrooms, stock TP and towels, empty trash, put up signs directing people to the bathrooms <input type="checkbox"/> Set up trash and recycling bins; label <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Decorations	<input type="checkbox"/> Put up last minute decorations: streamers, balloons, Happy Birthday banner, confetti, balloons on mailbox <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Food	<input type="checkbox"/> Prepare final menu items <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Drink	<input type="checkbox"/> Prepare drinks <input type="checkbox"/> Get ice, chill beverages <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Food Table	<input type="checkbox"/> Put on table cloth <input type="checkbox"/> Table deco <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Dessert Table	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Other Tables and Chairs	<input type="checkbox"/> Gift table? <input type="checkbox"/> Crafts table? <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Music	<input type="checkbox"/> Start playing music while you are preparing last-minute items <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Party Planning Timeline

Time	To Do
3+ Months Before	<ul style="list-style-type: none"> <input type="checkbox"/> Choose The Essentials <input type="checkbox"/> Choose The Details <input type="checkbox"/> Set a budget <input type="checkbox"/> Create guest list <input type="checkbox"/> Book party space, if not at your residence <input type="checkbox"/> Hire entertainment, if applicable (face painter, performer, bounce house) <input type="checkbox"/> Hire photographer, if applicable <input type="checkbox"/> Order paper products and decorations, if applicable <input type="checkbox"/> Start creating To Do List and Grocery List <input type="checkbox"/>
2 Months Before	<ul style="list-style-type: none"> <input type="checkbox"/> Plan menu <input type="checkbox"/> Create games/activities <input type="checkbox"/> Start buying party favors <input type="checkbox"/> Start buying decorations <input type="checkbox"/> Take inventory of what party supplies you have already <input type="checkbox"/> Keep adding to To Do and Grocery Lists <input type="checkbox"/> Start making the games, crafts, and decorations, if you are doing it yourself <input type="checkbox"/>
1 Month Before	<ul style="list-style-type: none"> <input type="checkbox"/> Order food, if applicable <input type="checkbox"/> Order tables and chairs, if applicable <input type="checkbox"/> Keep adding to To Do and Grocery Lists <input type="checkbox"/> Keep working on games, crafts, and decorations, if you are doing it yourself <input type="checkbox"/>
3 Weeks Before	<ul style="list-style-type: none"> <input type="checkbox"/> Send out invitations <input type="checkbox"/> Keep making games, crafts, and deco <input type="checkbox"/>
2 Weeks Before	<ul style="list-style-type: none"> <input type="checkbox"/> Keep making games, crafts, and deco <input type="checkbox"/> Keep track of RSVPs <input type="checkbox"/>
1 Week Before	<ul style="list-style-type: none"> <input type="checkbox"/> Purchase nonperishable food and drinks <input type="checkbox"/> Keep track of RSVPs <input type="checkbox"/> Contact people who have not RSVPed <input type="checkbox"/> Make/assemble party favors <input type="checkbox"/> Make timeline of events for the party, if applicable <input type="checkbox"/> Confirm reservations with any performer, supplier, rental company, photographer, etc. <input type="checkbox"/>
3 Days Before	<ul style="list-style-type: none"> <input type="checkbox"/> Give non-invited neighbors a head's up, especially if you are expecting lots of kids, lots of cars, and lots of noise <input type="checkbox"/> Create a playlist of music <input type="checkbox"/> Make room in the freeze and refrigerator <input type="checkbox"/> Wash dishes and party platters, if applicable <input type="checkbox"/>
2 Days Before	<ul style="list-style-type: none"> <input type="checkbox"/> Buy perishable food <input type="checkbox"/> Clean house <input type="checkbox"/> Clean outside yard and patios <input type="checkbox"/> <input type="checkbox"/>
1 Day Before	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare food <input type="checkbox"/> Refrigerate drinks <input type="checkbox"/> Decorate inside of house <input type="checkbox"/> Set up games and activities, if applicable <input type="checkbox"/> Set up tables and chairs <input type="checkbox"/> <input type="checkbox"/>