

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"/>
<input type="checkbox"/> Side:	<input type="checkbox"/> <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"/>
<input type="checkbox"/> Side:	<input type="checkbox"/> <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"/>
<input type="checkbox"/> Snack:	<input type="checkbox"/> <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"/>
<input type="checkbox"/> Drink:	<input type="checkbox"/> <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"/>
<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"/> <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"/>

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"/>
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<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<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	<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	<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	<input type="checkbox"/> Send out invitations <input type="checkbox"/> Keep making games, crafts, and deco <input type="checkbox"/>
2 Weeks Before	<input type="checkbox"/> Keep making games, crafts, and deco <input type="checkbox"/> Keep track of RSVPs <input type="checkbox"/>
1 Week Before	<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	<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	<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	<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"/>