



PARTY PLANNING CHECKLIST

Date:

Time:

Location:

Budget:

★ ITEMS AND DECORATIONS ★

CAKE

BIRTHDAY OUTFIT
 PLATES/BOWLS
 UTENSILS
 STREAMERS
 CUPS
 NAPKINS
 BALLONS
 FAVORS
 CANDELS
 TABLE CLOTHES
 GAME MATERIALS



1. MUSICAL CHAIRS
2. HOT POTATOES
- 3.
- 4.
- 5.
- 6.
- 7.

THE CHECKLIST

- DETERMINE DATE
- GUEST LIST
- LOCATION
- GET DECORATIONS
- SEND OUT INVITES
- PLAN ACTIVITIES
- CREATE SHOPPING LIST