

Birthday Party Planner

BIRTHDAY: _____ AGE: ____ DATE: _____

Theme: _____

Venue / location: _____

Time: _____

Budget: _____

Number of guests: _____

GUEST LIST

NAME	RSVP	GIFT

TO-DO BEFORE THE PARTY

- Send invitations
- Order cake
- Buy decorations
- Plan games / activities
- Buy party favors
- Plan menu
- Confirm venue
- Buy candles + party supplies
- Charge camera