Birthday Party Planner

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4 WEEKS TO GO

- Create guess list
- Select theme
- Book venue
- Create a program
- Activities & games
- Decide on decorations
- Purchase/make invitations
- Send/email invitations

2 WEEKS TO GO

- Purchase decorations
- Purchase program supplies
- Order birthday cake
- Book food catering
- Purchase favors

DAY BEFORE

- Confirm photographer
- Confirm food catering
- Confirm venue
- Package party favors
- Last minute shopping

PARTY DAY

- Set up decorations
- check the set up

DAY AFTER

- Write thank you letters
- Mail thank you letters

Party date: **Party time:** **Budget:**

Location:

Theme:

GUEST LISTS

Guest name:	Invite sent	#Attending	Thank you sent

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