

Birthday Party Planner

Party Details

Date : _____

Time : _____

Place : _____

Theme : _____

Guest List

(Check the box next to the name, once you receive an RSVP.)

Total number of guests: _____

General Party Tips

- Prepare loot bags up to one week in advance. Make an activity out of it for the birthday boy or girl.
- Two days before the party, pull out all the serving plates, cutlery, paper plates, and kitchen accessories you will need. Label each with a sticky note to indicate for which menu item it is used for.
- Supplement your theme meal with standards like a veggie and dip tray, and a fruit tray. These can be prepared the night before and refrigerated. Simply cover with damp paper towels and plastic wrap.
- Decorate the night before. Get the whole family to lend a hand.

Menu

Theme : _____

Cake: _____

Food & Snacks:

Drinks : _____

To Do List

Prepare Food : _____

Prepare Drinks : _____

Decorate : _____

Prepare Loot Bags : _____

Organize Kitchen Accessories :
(ie. plates, cutlery, platters etc.)
