For your child’s next birthday, rather than bogging down in planning details, stay focused on the big picture and on having fun. Use this checklist to sanely plan a party.

### checklist

#### 2-4 weeks to go
- [ ] Create guest list
- [ ] Send invitations or Evite
- [ ] Book venue
- [ ] Book entertainment
- [ ] Select theme
- [ ]
- [ ]
- [ ]

#### 1 week to go
- [ ] Shop for supplies
- [ ] Order birthday cake
- [ ]
- [ ]
- [ ]

#### day before
- [ ] Make sure camera is charged and ready
- [ ] Stop by ATM for cash (if hiring entertainers)
- [ ] Package party favors
- [ ] Pick up birthday cake
- [ ] Place food order (e.g. pizza)
- [ ] Go grocery shopping
- [ ]
- [ ]

#### party day
- [ ] Buy party ice
- [ ] Set up balloons, streamers, table, etc.
- [ ]
- [ ]

### guest list

<table>
<thead>
<tr>
<th>name</th>
<th>invitation sent</th>
<th># attending</th>
<th>thank you sent</th>
</tr>
</thead>
<tbody>
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### entertainment

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<tr>
<th>type</th>
<th>booked</th>
<th>deposit paid</th>
<th>received confirmation</th>
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### shopping list

#### supplies
- [ ] plates
- [ ] cups
- [ ] flatware
- [ ] napkins
- [ ] balloons
- [ ] streamers
- [ ] candles/matches
- [ ] banner
- [ ] permission forms (if needed)

#### invitations
- [ ] thank you cards
- [ ] party favors
- [ ] postage stamps

#### food
- [ ] hot dogs
- [ ] pizza
- [ ] pretzels
- [ ] Cheez-it® crackers
- [ ] cake
- [ ] ice cream
- [ ] chips
- [ ] fruit
- [ ] juice
- [ ] milk
- [ ] bottled water
- [ ] soda