

BIRTHDAY PARTY PLANNER

Pre-Planning

- ☐ Choose date & time
- ☐ Set the budget
- ☐ Create guest list
- ☐ Theme & colors

Invitations

- ☐ Design the invitations
- ☐ Confirm guest details
- ☐ Send invitations
- ☐ Track RSVPs

Decorations

- ☐ Photo booth area
- ☐ Table centerpieces
- ☐ Banners & signage

Food & Drinks

- ☐ Birthday cupcakes
- ☐ Beverage station
- ☐ Dessert table items



Activities

- ☐ Party games setup
- ☐ Photo booth area
- ☐ Photo props ready
- ☐ Kids activity corner
- ☐ Dance time schedule
- ☐ Face painting
- ☐ Mini challenges
- ☐ Party distribution
- ☐ Thank you photo spot

Memory Corner

- ☐ Card & gift drop area
- ☐ Message board
- ☐ Polaroid camera
- ☐ Thank you cards

After Party Tasks

- ☐ Clean up the venue
- ☐ Pack leftover food
- ☐ Collect rental items
- ☐ Store decorations for reuse
- ☐ Return Gifts



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Pre-Planning

- ☐ _____
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Invitations

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Decorations

- ☐ _____
- ☐ _____
- ☐ _____

Food & Drinks

- ☐ _____
- ☐ _____
- ☐ _____

Activities

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Memory Corner

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After Party Tasks

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