



# BIRTHDAY PLANNER



## 6 Months Before

- Set a Date and Time
- Pick and Reserve Host
- Pick a Theme
- Set Itemized Budget and Stick to it.
- Book and Pay Venue
- Draw up Guest List

## 6 - 8 Weeks Before

- Write out Invitations
- Draw up detailed schedule of activities / games

## 4 - 6 Weeks Before

- Send out Invitations or Text Invites
- Purchase Party Goods -
  - game prizes
  - party giveaways
  - utensils
  - decors
- Order Cake
- Start homemade decors and giveaways
- Buy party dress of celebrant

## 2 Weeks Before

- Call guests who have not responded
- Reserve balloons

## 1 Week Before

- Gather all the things needed for the party
- Buy Food
- Re-confirm Details with Suppliers
  - Venue
  - Cake
  - Host
  - Food, Food Carts
  - Decors

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