

PLAN THE PARTY, ENJOY THE DAY

Birthday & Party Planning Binder

Timeline, budget, guests, menu, decor, activities, run-of-show, thank-yous
and a party history for every birthday and gathering.

US Letter · Free sample

Guest of honor

Party date

Theme

Party Snapshot

The party

Guest of honor

Age or milestone

Date and time

Place

Details

Theme

Guest count

Budget

Party lead

What I want the party to feel like

Must-haves for the guest of honor

Big decisions

Decision	Choice	Decide by	Done

Notes

Countdown Timeline

Dates

Party date _____

RSVP by _____

Invitations out by _____

Shopping done by _____

6 to 8 weeks before

— Set budget and guest count

— Choose date and place

Pick the theme

Book venue or vendors

Make a guest list

4 to 6 weeks before

— Send invitations

— Order cake or plan baking

Plan food and drinks

Plan activities

Ask for help

2 to 3 weeks before

— Follow up on RSVPs

— Buy decor and supplies

— Plan favors

Confirm vendors

Write the schedule

The last week

— Final guest count

— Shop for food

— Prepare what can be made ahead

Set up as much as possible

Charge camera and devices