



All the moving parts of a birthday party in one place. Print early, scribble all over it, hand it to the kid the morning of.

For: _____ Turning: _____ Theme: _____
 Date: _____ Time: _____ Place: _____

GUEST LIST

BUDGET

| NAME | INV | RSVP |
|-------|-----------------------|-----------------------|
| _____ | <input type="radio"/> | <input type="radio"/> |
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| ITEM | \$ SPENT |
|---------------------|-----------------|
| Cake / cupcakes | _____ |
| Food & drinks | _____ |
| Decorations | _____ |
| Plates & cups | _____ |
| Entertainment | _____ |
| Goody bags | _____ |
| Venue / rental | _____ |
| Gift | _____ |
| Invitations / cards | _____ |
| Activities / games | _____ |
| Music / sound | _____ |
| Photo / camera | _____ |
| Tip / extra | _____ |
| Other | _____ |
| TOTAL | \$ _____ |

DAY-OF TIMELINE

- 2 weeks before** Send invitations · plan menu
- 1 week before** Order cake · buy decorations · finalize RSVPs
- Day before** Bake / pick up cake · charge camera · prep goody bags
- Morning of** Decorate · prep food · take a deep breath
- Party time** Have fun. Take photos. Eat cake.