

birthday partyplanner

event: _____

date: _____ time: _____

location: _____

backup location: _____

- reserve venue
- send invitations
- plan food
- plan activities
- prepare party favors

{attendees}

name	address	invited	RSVP'd
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

{party schedule}

time	activity	notes
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

birthday party **planner** (cont.)

{food}

description: _____ ingredients: _____

notes: _____

description: _____ ingredients: _____

notes: _____

description: _____ ingredients: _____

notes: _____

description: _____ ingredients: _____

notes: _____

description: _____ ingredients: _____

notes: _____

{activities}

description: _____ supplies: _____

notes: _____

description: _____ supplies: _____

notes: _____

description: _____ supplies: _____

notes: _____

description: _____ supplies: _____

notes: _____

description: _____ supplies: _____

notes: _____

