




Party Planning Checklist

- Set party date, place and time
 - Decide on a theme
 - Plan the guest list
 - Send invitations
 - Decide on the menu (fill out party food printable)
 - Place orders (cake, favors, supplies, tables, chairs, etc)
 - Purchase or make decorations (make a list of items)
 - Make a party playlist
 - Plan party activities and games
 - Put together party favors
 - Plan party clothes (birthday outfit)
 - Touch base with guests who haven't replied
 - Make a picture slideshow & print pictures
 - Order thank you cards
 - Clean house (if party is at house)
 - Make day of party schedule
 - Make a day of party to do list
 - Charge camera & video camera
 - Buy food and drinks
 - Start baking & setting up tables & serving pieces
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