## BIRTHDAY PARTY CHECKLIST

Guest of Honor __________________________ Age _____ Date of Party ____________

Theme ______________ Color Scheme ______________ No. of Guests _____ No. of Kids _____

### Partyware
- [ ] Table covers
- [ ] Plates / napkins
- [ ] Cutlery
- [ ] Cups / straws
- [ ] Serving utensils
- [ ] Serving bowls / platters
- [ ] Buffet set
- [ ] _______________

**Party Hack:**
Gather party supplies in disposable table covers for quick post-party cleanup.

### Decorations

#### Tables:
- [ ] Centerpieces
- [ ] Confetti / table scatter

#### Ceilings:
- [ ] Paper fans / lanterns
- [ ] Honeycomb decorations
- [ ] Tissue pom-poms
- [ ] Swirl decorations

#### Walls:
- [ ] Birthday banner
- [ ] Cutouts
- [ ] Fringe curtain
- [ ] Scene setters

#### Outdoor:
- [ ] Lights
- [ ] Banners / streamers
- [ ] Yard signs
- [ ] Balloons
- [ ] _______________
- [ ] _______________
- [ ] _______________

**Party Hack:**
Use balloon bouquets as table centerpieces.

### Favors
- [ ] Favor bags / boxes
- [ ] Candy
- [ ] Bubbles
- [ ] Necklaces
- [ ] Small toys
- [ ] Stickers
- [ ] Blowouts / noisemakers
- [ ] _______________

**Party Hack:**
Prepare extra favor bags for unexpected guests.

### Balloon Fun
- [ ] Foil balloons
- [ ] Latex balloons
- [ ] Number balloons
- [ ] Letter balloons
- [ ] Balloon bouquets
- [ ] Curling ribbons
- [ ] Balloon weights
- [ ] Balloon pump
- [ ] Helium tank
- [ ] Balloon column
- [ ] _______________

**Party Hack:**
Use balloon bouquets as table centerpieces.

### Cake
- [ ] Birthday candles
- [ ] Cake toppers
- [ ] Baking pan / liners
- [ ] Cake / cupcake stands
- [ ] _______________
- [ ] _______________

**Party Hack:**
Spruce up a store bought cake by adding your own decorations.

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**Party City**
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<th>Sweet Treats</th>
<th>Dress Up</th>
<th>Entertainment</th>
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<td>□ Candy containers</td>
<td>□ Costumes</td>
<td>□ Photobooth backdrop / props</td>
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<tr>
<td>□ Bulk candy</td>
<td>□ Party hats</td>
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<tr>
<td>□ Candy serving utensils</td>
<td>□ Head boppers</td>
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<td></td>
<td>□ Necklaces</td>
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</tbody>
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**PARTY PLANNING NOTES**

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