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

PLAN

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

PLAN

Countdown Timeline

Dates

Party date

Invitations out by

RSVP 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