DÉCOR DIARIES DIY HOME BLOG by NICKI ODOM

Birthday Party Planner

HOSTING AT HOME CHECKLIST

4 WEEKS TO GO

- Create guest list
- Select theme
- Ask For Volunteer Help
- Create a program
- Activities & games
- Decide on decorations
- Purchase/make invitations
- Send/email invitations

2 WEEKS TO GO

- Purchase decorations
- Purchase program supplies
- Order birthday cake
- Book food catering
- Purchase favors

DAY BEFORE

- Confirm photographer
- Confirm food catering
- Confirm helper(s)
- Package party favors
- Last minute shopping
- Clean Party Zones

PARTY DAY

- Set up decorations
- Set out party activity
- Set trash cans with extra bags
- Station helper(s) at activity & clean up zomes

DAY AFTER

- Write & Send thank you texts
- Additional Clean up

Party date: ________ **Party time:** ________ **Budget:** ________

Location: ________________________________

Theme: ________________________________

GUEST LISTS

Guest name:	Invite sent	#Attending	Thank you sent