

Your birthday party Buttoned Up.™

For your child's next birthday, rather than bogging down in planning details, stay focused on the big picture and on having fun. Use this checklist to sanely plan a party.

party date:

location:

theme:



buttoned up®

checklist

2-4 weeks to go

- ☐ Create guest list
- ☐ Send invitations or Evite
- ☐ Book venue
- ☐ Book entertainment
- ☐ Select theme
- ☐ _____
- ☐ _____
- ☐ _____

1 week to go

- ☐ Shop for supplies
- ☐ Order birthday cake
- ☐ _____
- ☐ _____
- ☐ _____

day before

- ☐ Make sure camera is charged and ready
- ☐ Stop by ATM for cash (if hiring entertainers)
- ☐ Package party favors
- ☐ Pick up birthday cake
- ☐ Place food order (e.g. pizza)
- ☐ Go grocery shopping
- ☐ _____
- ☐ _____
- ☐ _____

party day

- ☐ Buy party ice
- ☐ Set up balloons, streamers, table, etc.
- ☐ _____
- ☐ _____
- ☐ _____

guest list

[illegible]

entertainment

type	booked	deposit paid	received confirmation
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

shopping list

supplies		food	
<input type="checkbox"/> plates	<input type="checkbox"/> invitations	<input type="checkbox"/> hot dogs	<input type="checkbox"/> bottled water
<input type="checkbox"/> cups	<input type="checkbox"/> thank you cards	<input type="checkbox"/> pizza	<input type="checkbox"/> soda
<input type="checkbox"/> flatware	<input type="checkbox"/> party favors	<input type="checkbox"/> pretzels	<input type="checkbox"/>
<input type="checkbox"/> napkins	<input type="checkbox"/> postage stamps	<input type="checkbox"/> Cheez-It® crackers	<input type="checkbox"/>
<input type="checkbox"/> balloons	<input type="checkbox"/>	<input type="checkbox"/> cake	<input type="checkbox"/>
<input type="checkbox"/> streamers	<input type="checkbox"/>	<input type="checkbox"/> ice cream	<input type="checkbox"/>
<input type="checkbox"/> candles/matches	<input type="checkbox"/>	<input type="checkbox"/> chips	<input type="checkbox"/>
<input type="checkbox"/> banner	<input type="checkbox"/>	<input type="checkbox"/> fruit	<input type="checkbox"/>
<input type="checkbox"/> permission forms (if needed)	<input type="checkbox"/>	<input type="checkbox"/> juice	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/> milk	<input type="checkbox"/>