

# BIRTHDAY PARTY CHECKLIST

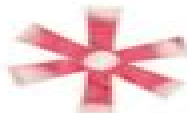
## 1 month before

- ☐ Choose party theme
- ☐ Set a budget
- ☐ Determine date and time
- ☐ Choose and book venue if not at home
- ☐ Book entertainment (optional)
- ☐ Book photographer (optional)
- ☐ Make guest list
- ☐ Prepare invitations



## 3 weeks before

- ☐ Send invitations
- ☐ Plan games and activities
- ☐ Purchase or organize equipment for games
- ☐ Purchase prizes
- ☐ Plan party menu and create grocery list
- ☐ Plan party decor and create shopping list



## 2 weeks before

- ☐ Order cake or choose cake to make
- ☐ Buy party favors

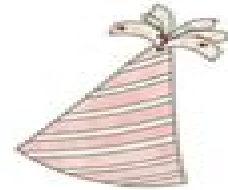
## 1 week before

- ☐ Buy balloons
- ☐ Buy plates, cups, cutlery, napkins, straws, candles and table cloth
- ☐ Buy party decorations (banner, streamers, etc.)
- ☐ Buy or choose outfit for birthday child
- ☐ Call guests who didn't RSVP
- ☐ Purchase non-perishable food and candy
- ☐ Assemble party favors
- ☐ Prepare the playlist of party music



## 3 days before

- ☐ Purchase food
- ☐ Call entertainer and venue to confirm



## 2 days before

- ☐ Bake cake if making yourself

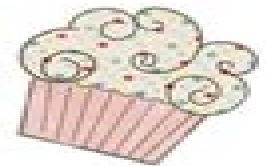
## 1 day before

- ☐ Charge camera's battery
- ☐ Empty camera's memory card
- ☐ Decorate cake or collect pre-ordered cake
- ☐ Prepare all decorations and everything that needs to be transported.
- ☐ Prepare any food that can be prepared the day before



## Day of the party

- ☐ Pick up the cake if ordered
- ☐ Prepare food
- ☐ Set up food table
- ☐ Set up table with goody bags
- ☐ Complete all decorations
- ☐ Get family dressed and ready for the party



# Party Planner

**Jan Riddell, Carol Palmatier, Peter J.  
Gallanis**



## Party Planner:

**Party Planner Book: Party Plan Event Planner** Cole Nora, 2019-01-10 Party Planning Books Use this Party Planners Organizer and Notebook to plan your activities Record down the activities you would like to do things to buy order and also who to invite This Party Organizer will make the party much more organized and stress free Order this Party Planners and Organizers today and begin your party planning now Book Details Event Thing To Make Game To Play Yummy Thing To Eat Ot Drink Shopping List To Do List Theme Date Time Price Decoration Entertainment Menu Beverages Table Decor Place Setting Guest List Photo 6x9inches *The Party Planner* Kimberly Schlegel Whitman, 2011 KIMBERLY WHITMAN STYLE AND ETIQUETTE EXPERT holds your hand through creating a fun filled soiree without stress Her book organizes the process of planning and hosting a party from the earliest inception to working with a budget choosing a venue hiring catering and musicians creating a guest list and invitations decorating seating stocking a bar photography entertainment favors and attire in essence organizing every last detail for hosting a successful party for any occasion **Perfect Parties** Linnea Johansson, 2011-02-15 Ever wish you could host a glamorous bash like the ones covered in People magazine You can with tips and ideas from Linnea Johansson party planner extraordinaire She s thrown celebrations hosting some of the biggest names in the Big Apple including Jennifer Lopez Donald Trump Reese Witherspoon Sean Combs and Martha Stewart And on these fully illustrated and festive pages is her best advice for planning a fabulous event She covers everything from invitations to decorating from hors d oeuvres to cocktails So look no further for ways to create a New Year s Eve extravaganza birthday blowout or even just a very special night out with friends Whatever questions you have Linnea has the answers **EVENTS**<sup>2</sup> Kevin Van der Straeten, 2013-08-21 EVENTS is a reference guide for every organizer of events and parties This new edition on event planning and event management is thicker than ever before offers more depth and insight and also contains a whole host of entirely new topics that you as an organizer simply cannot afford to miss This fully updated edition is thicker than ever before and contains completely new topics that you as an organizer just cannot afford to miss out on Think green events hybrid events But also ROI event logistics marketing security and creative business models will be discussed extensively All the other chapters have also been completely revised and updated EVENTS is a complete guide for anyone interested in all aspects of the organization of events congresses meetings and parties from the preparation of the event to the event itself and the evaluation afterwards The book is packed with practical tips and useful checklists for both corporate events as well as private parties EVENTS ensures that nothing is overlooked while keeping your eye firmly focused on the smallest details The book has its finger on the pulse of the very latest trends in the events industry EVENTS 2 was created in collaboration with dozens of professionals in the event industry as well as event management mentors This eBook will be delivered digitally in PDF format *The Office: The Official Party Planning Guide to Planning Parties* Marc Sumerak, Julie Tremaine, Anne Murlowski, 2020-10-13 Authentic parties recipes and pranks from the Dundies to Kevin s famous chili Title page **Be a**

**Party Plan Superstar** Mary Christensen,2010-10-20 The party plan model of direct selling introducing products through home parties social gatherings and fund raisers has been the route to financial freedom for millions This inspiring hands on manual written by an author who has achieved unprecedented success herself shows other women how they can generate more bookings more sales and more business leads at their parties as well as build a team of independent party planners and drive up their own commissions Exemplified by powerhouse brands like Tupperware Pampered Chef and Mary Kay the party planning method is an unparalleled opportunity for anyone to live the life they dream about and deserve In Be a Party Plan Superstar readers will discover step by step how they can transition from selling to friends and family to building a profitable business develop a who s who customer base create an environment of fun be an engaging host and close sales effortlessly This is the one book that shows women how to become direct selling superstars simply by being the life of the party **The Complete Party Planner** Ann Draiss,2019-09-15 This Beautiful 100 Page Party Planner is just what you need to plan your perfect Dream Day Perfect for planning a Bat Mitzvah Bar Mitzvah Quinceanera Milestone Birthday Party Milestone Anniversary Party Graduation Family Reunion Engagement Party Baby Shower Neighborhood Block Party Retirement Party or any other special event It Includes A Nameplate An organized and well thought out Party planning Checklist 10 12 Months Out 6 9 Months Out 3 5 Months Out 6 8 Weeks Out 3 5 Weeks Out 1 2 Weeks Out The Day Before Budget Planning Sheet Expense Tracking Sheet Party Schedule Planning sheet Menu Planning Sheet Entertainment Games Planning Sheet Guest List Organizer 2 pages Party Seating Chart 4 pages Song Playlist Forms 2 pages Gifts Records Sheets 2 pages Party Plans Notes Pages 80 pages to fill with your thought ideas and plans to make your perfect party dreams come true

**CelebraTORI** Tori Spelling,2013-03-19 Meals for social and public occasions **The Enlightened Party Planner: Guides to Creating Parties from the Heart - The Six Elements of a Successful Party** Shelby L. Phillips, Ellen F. Henneke,2011-08-01 Does the thought of planning a party feel overwhelming intimidating or like one more thing you have to do Have you ever wondered how to create a fun and memorable party The Enlightened Party Planner Guides to Creating Parties from the Heart is a series of books based on the notion that being of service and coming from the heart will not only make for an amazing party your guests will remember for a lifetime but will also leave you feeling happy and fulfilled The Six Elements of a Successful Party is based on one fundamental principal show your guests how important they are to you With a special blend of heart centered party planning teachings unique party plan ideas invaluable resources and examples journal pages and a 30 page all inclusive Planner Pack this book is the perfect companion for planning any gathering or celebration with grace and ease **Complete Party Planner** Annabel Karmel,2010-03-16 Any parent in search of novelty or time saving hints and tips to help plan the perfect party should look no further The ultimate celebration guide Complete Party Planner will help you finesse life s special occasions from birthday parties to Mother s Day Fourth of July to Christmas You ll find an assortment of fanciful party foods Avocado Frog Dip Apple Smiles and Cucumber Crocodiles easy and creative recipes

that embody Annabel's signature attention to your child's health and tastes. Punches and cookies, dips and skewers: these party-tested crowd pleasers are sure to be instant hits. Also included is Annabel's step-by-step introduction to mastering the basics of cake decorating, helping you create cakes that will impress children and parents alike. From the playful Burger and Fries cake to the delightful Princess cake, these recipes will transform any child's birthday into a memorable affair. Alongside the expansive collection of recipes are directions for cute invitations, party themes, silly games, hilarious contests, and neat party favors that will appeal to both boys and girls of all ages. Once you've conquered birthday parties, Annabel has included ideas for making holidays year-round, easy, tasty, and above all, child-friendly. Whether it's choreographing the perfect Easter egg hunt or whipping up a cauldron of spooky witch's brew, and some Dead Man's Fingers sandwiches, these no-fail activities will help assure that all your holiday celebrations are a smash.

***The Enlightened Party Planner: Guides to Creating Parties from the Heart - Decade Parties: A Blast from the Past*** Shelby L. Phillips, Ellen F. Henneke, 2010-04-01

Does the thought of planning a party feel overwhelming, intimidating, or like one more thing you have to do? Have you ever wondered how to create a fun and memorable party? *The Enlightened Party Planner: Guides to Creating Parties from the Heart* is a series of books based on the notion that being of service and coming from the heart will not only make for an amazing party your guests will remember for a lifetime, but will also leave you feeling happy and fulfilled. Book two in the *Enlightened Party Planner* series, *Decade Parties: A Blast from the Past*, is dedicated solely to decade parties from the 1920s through the 1980s. Each chapter offers historical references and myriad ideas to spark your imagination to creating wonderfully authentic decade experiences.

**The Party Planner: An Expert Organizing Guide for Entertaining**, [Fabjob Guide to Become an Event Planner](#) Jan Riddell, Carol Palmatier, Peter J. Gallanis, 2004-05-01

This fabulous book explains how to break into a career in event planning. It gives step-by-step advice on how to plan a party, conference, or other event. Job opportunities with corporations, convention centers, country clubs, and other employers are covered, with advice on finding job openings, preparing a portfolio and resume, and interview skills. It also explains how to start an event planning business, including finding clients, preparing proposals, and pricing. Includes CD-ROM.

**The Everything Guide to Being an Event Planner** Jennifer Mancuso, 2007-11-01

Do you love throwing parties? Are you the most organized person you know? Can you thrive in a fast-paced environment? If so, event planning could be your perfect career choice. Seasoned event planner Jennifer Mancuso helps you to get started and succeed in this exciting field. This book's insider tips and step-by-step guidance will teach you how to tailor events to each client, from a corporate dinner to an intimate wedding. Market and network to keep business coming. Hire vendors that your client will love. Build a great reputation in your area and beyond. Whether you've recently earned a hospitality degree or are simply looking for a fun career change, *The Everything Guide to Being an Event Planner* will help you break out of the routine and start a new creative endeavor, one celebration at a time.

**The Enlightened Party Planner: Guides to Creating Parties from the Heart - Our Favorite Parties** Shelby L. Phillips, Ellen F.

Henneke,2010-04-01 Does the thought of planning a party feel overwhelming intimidating or like one more thing you have to do Have you ever wondered how to create a fun and memorable party The Enlightened Party Planner Guides to Creating Parties from the Heart is a series of books based on the notion that being of service and coming from the heart will not only make for an amazing party your guests will remember for a lifetime but will also leave you feeling happy and fulfilled Book three in the Enlightened Party Planner series Our Favorite Parties is meant to inspire the party thrower in you with fifteen richly detailed accounts of a variety of parties written in narrative style From theme to party favors you ll enjoy this book s clever and affordable ideas

**You Should Become an EVENT PLANNER** Rebecca Nowak,2020-02-21 Event Planning Business Startup Are your friends and family always looking for you to plan the perfect party Are you detail oriented Do you thrive on knowing what s going on and making it happen Do you take pride in providing the best experience for your guests You should become an EVENT PLANNER You can start an event planning business from home with little startup funds Yes you really can This book shows you exactly how to do just that step by step even if you have little to no business experience People observe special events all the time weddings graduations birthdays bachelorette parties baby showers there s always something to celebrate Each of these events requires someone to plan them If you have what it takes maybe they should be paying you to plan them The event planning industry is on the rise with the average salary of an event planner in the United States topping over 50K a year If you have a laptop cell phone and have access to the internet you can start this lucrative career from the comfort of your home This book is meant to serve as a step by step guide and navigation tool for opening an event planning business We will cover everything from the paperwork involved in establishing a business to startup costs management and much much more In this book I will show you exactly how to go about starting running and growing your new event planning company We ll discuss topics such as What this business really is like Examine the pros and cons of starting an event planning business How much event planners can actually make What certifications and education would be helpful to you How to find a niche in the industry Defining your ideal client How to determine your market How to compete well in that market Tips for how to conduct sound market research Advice for naming your business How to create your business entity What your startup costs look like Conditions to consider when starting your business Extensive advice about crafting a cunning business plan How to keep your finances in order How to set your pricing How to be a keen negotiator PLUS an extensive appendix of resources for you to use The research is already done for you in this book

**Quinceañera Party Planning Notebook** Olivia Santos,2021-03-04 Your darling girl is turning 15 A wonderful tradition is to celebrate her with her Quince This notebook helps you to plan and prepare months in advance for the perfect party be it a big or small celebration Use this notebook to plan and then save it as a keepsake memorabilia for her years to come so she can look back on all the work and dedication that went into her special day This day marks the transition from childhood to young womanhood and you don t want to miss out giving her a special celebration she will remember She will appreciate her family

so much with this special notebook to commemorate the day A Party Planning Celebration Notebook in English 100 Beautifully Designed Pages of High Quality Paper Front Cover has a glossy finish      The Art of Gathering Priya Parker,2018-05-15 Hosts of all kinds this is a must read Chris Anderson owner and curator of TED From the host of the New York Times podcast Together Apart an exciting new approach to how we gather that will transform the ways we spend our time together at home at work in our communities and beyond In The Art of Gathering Priya Parker argues that the gatherings in our lives are lackluster and unproductive which they don't have to be We rely too much on routine and the conventions of gatherings when we should focus on distinctiveness and the people involved At a time when coming together is more important than ever Parker sets forth a human centered approach to gathering that will help everyone create meaningful memorable experiences large and small for work and for play Drawing on her expertise as a facilitator of high powered gatherings around the world Parker takes us inside events of all kinds to show what works what doesn't and why She investigates a wide array of gatherings conferences meetings a courtroom a flash mob party an Arab Israeli summer camp and explains how simple specific changes can invigorate any group experience The result is a book that's both journey and guide full of exciting ideas with real world applications The Art of Gathering will forever alter the way you look at your next meeting industry conference dinner party and backyard barbecue and how you host and attend them      My Party Planner: A Steamy Friends to Lovers Lesbian Romance Reba Bale,2024-04-26 She agreed to plan the party but she never planned for love Joey is turning thirty soon and there's one thing she wants for her birthday a huge party to celebrate living past the age her doctors told her she'd never see when she was a kid And she knows just the person to help plan the big event her friend and party planner Kelsie Kelsie is one of Seattle's most in demand party planners She loves her job She also has a huge crush on her friend Joey but that's her little secret She's been in the friend zone with Joey ever since they met The two women couldn't be more opposite Kelsie is a light hearted extrovert a ray of sunshine wrapped up in cute dresses and well chosen lipstick Joey is serious and introverted spending most of her time gaming or working in her construction business But their attraction is undeniable Long days planning the perfect event soon turn into long nights wrapped up in each other's arms But a secret from Kelsie's past comes to light will their love withstand its first test My Party Planner is book thirteen in the Friends to Lovers romantic novella series Each book in the series is a steamy standalone featuring an LGBTQ couple making the leap from friends to lovers and looking for their happily ever after      **Perfect Parties** Linnea Johansson,2012-10-01 Have you always wanted to throw a glamorous party the kind you've heard about but only ever dreamt of attending Now you can with priceless tips and ideas from Linnea Johansson one of New York City's premier party planners She's thrown over a thousand events big and small from private affairs to celebrity blow outs for stars like Jennifer Lopez Donald Trump Reese Witherspoon Sean Combs and Martha Stewart and she's ready to share the secrets to a successful party Each colorful page of this festive guide is stylishly shot and packed with invaluable advice for your next get together

Johansson covers everything from invitations to decorations hors d'oeuvres to desserts guest lists to gift bags This updated second edition includes a brand spanking new chapter all about the bar including some of the trendiest new drinks and one of a kind concoctions you won't find in any other book from hot toddies to refreshing boozy snow cones there's a drink here for any time of the year Whether you're looking to throw the perfect birthday bash New Year's Eve extravaganza anniversary surprise party or just a quiet dinner party with close friends Perfect Parties offers everything you need to know and then some With hundreds of recipes decor ideas invitation innovations and planning tips your parties will soon be the talk of the town



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




















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