

family theme days: birthday party planner

I. PICK A THEME:

The party theme is:

How many children are invited?

How many responded that they are coming?

II. INVITATIONS:

- Write Invitations
- Send Invitations

III. BASIC PLAN:

- A. Craft Table:
- B. Group Photo:
- C. Activity One:
- D. Food:
- E. Activity Two:
- F. Activity Three:
- G. Activity Four:
- H. Cake:
- I. Presents:
- J. Final Activity:

IV. PLAN THE DETAILS:

What craft(s) will they make?

How many games/activities? Which ones?

What decorations will you have?

IV. PLAN THE DETAILS CONTINUED...

What will you include in your treat bags?

What food will you serve?

What are you doing for the cake?

V. PARTY ACTIONS

A WEEK BEFORE THE PARTY:

- Make shopping lists for crafts, activities and food
- Shop for decorations/party props/craft materials/treat bags
- Make party props/game props if needed
- Assemble treat bags

CLOSER TO THE PARTY DATE:

- Shop for food

DAY BEFORE THE PARTY:

- Decorate
- Set up games or activities
- Set up Craft table
- Bake or pick up cake

DAY OF THE PARTY:

- Get food ready
- Get birthday candles and matches ready
- Get your camera ready
- Get birthday boy/girl ready
- Have fun!

To Do List:

Shopping List – Food:



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Shopping List – Treat Bags:

Shopping List – Crafts and Activities:

Shopping List – Decorations: