

Birthday Theme: _____

Date of Party: _____ Time of Day: _____

Invitations: Purchased Printed Mail by: _____ Mailed yes no

Cake: Order Homemade Design Planned Ingredients Purchased Candles

Decorations: Purchased Put Up
 Streamers Number of Rolls _____ Colors _____

Balloons Big Small Colors _____

Helium Tank Rental Company _____ Phone: _____ Address: _____

Menu:

Grocery List:

Games:

1. _____ Supplies: _____

2. _____ Supplies: _____

3. _____ Supplies: _____

Guest List:

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

Additional Supplies:

Notes: