



Birthday Party Planner



PARTY DETAILS

Birthday person: _____ Age: _____ Date: _____

Time: _____ Location: _____

Theme: _____



GUEST LIST

Total guests: _____ Adults: _____ Kids: _____ ☐ Invitations sent



FOOD & DRINKS

- ☐ Birthday cake ordered
- ☐ Snacks: _____
- ☐ Main food: _____
- ☐ Drinks: _____
- ☐ Special dietary needs: _____



DECORATIONS

- ☐ Balloons
- ☐ Table decorations
- ☐ Banner
- ☐ Party hats



ENTERTAINMENT

- ☐ Music playlist
- ☐ Games: _____
- ☐ Activities: _____
- ☐ Entertainment: _____



SHOPPING LIST

- ☐ _____
- ☐ _____
- ☐ _____



BUDGET

Total budget: \$_____ Spent: \$_____ Remaining: \$_____