



# Party Snapshot

Put the essentials in one place before choosing details

GUEST OF HONOR

AGE / MILESTONE

DATE

START / END TIME

ESTIMATED GUESTS

LOCATION

THEME OR MOOD

TOTAL BUDGET

PRIORITY #1

PRIORITY #2

What will make this celebration feel successful?

**HOST REMINDER** Choose what matters most, keep a small budget buffer, and leave breathing room in the schedule.



# Birthday Planning Countdown

A practical sequence from first decisions to party day

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## 4–6 WEEKS

- ☐ Choose date, time, budget and guest count
- ☐ Book the venue or confirm the home plan
- ☐ Choose a theme and send invitations

## 2–3 WEEKS

- ☐ Plan food, cake, activities and decorations
- ☐ Track RSVPs and accessibility or allergy notes
- ☐ Order supplies with long delivery times

## 1 WEEK

- ☐ Confirm helpers and vendors
- ☐ Buy shelf-stable food and party supplies
- ☐ Create the party-day schedule

## 1–2 DAYS

- ☐ Prepare decorations and activity materials
- ☐ Confirm the weather or backup plan
- ☐ Charge devices and pack a host kit

## PARTY DAY

- ☐ Set up before guests arrive
- ☐ Keep allergy notes available to the responsible adult
- ☐ Enjoy the party and take brief cleanup notes



# Guest & RSVP Tracker

Track invitations, replies and follow-up

| GUEST / FAMILY | INVITED | YES | NO | FOLLOW UP |
|----------------|---------|-----|----|-----------|
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# Party Budget Planner

Plan first, then compare actual spending

| CATEGORY      | PLANNED | ACTUAL | DIFFERENCE |
|---------------|---------|--------|------------|
| Venue         |         |        |            |
| Invitations   |         |        |            |
| Food & drinks |         |        |            |
| Cake          |         |        |            |
| Decorations   |         |        |            |
| Activities    |         |        |            |
| Favors        |         |        |            |
| Other         |         |        |            |

TOTAL PLANNED

TOTAL ACTUAL

BUFFER LEFT