birthday party planner

event: _____

date: _____ time: _____

location: _____

backup location: _____

- ☐ reserve venue
- ☐ send invitations
- ☐ plan food
- ☐ plan activities
- ☐ prepare party favors

{attendees}

name	address	invited	RSVP'd

{party schedule}

time	activity	notes

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