

# birthday partyplanner

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 |
|-------|----------|-------|
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |
| _____ | _____    | _____ |