



Petal & Paper

YOUR FREE PRINTABLE

Children's birthday party planner



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PARTY PLANNING

birthday party planner

The basics

Child's name: ____ Age turning: ____ Date: ____
Time: ____
Venue: ____ Guests: ____
Budget: £____
Theme: ____ Invitations
sent: ☐ RSVPs in: ____

Activities and entertainment

Games planned: ____
Entertainer booked: ☐ Music: ☐
Party bags contents: ____
Party bag assembly done: ☐

Food and cake

Party food: ____ Ordered /
made: ☐
Birthday cake: ____ Ordered
/ made: ☐
Candles and cake board: ☐ Plates and napkins:
☐
Dietary requirements noted:

Decorations and photos

Balloons: ☐ Bunting: ☐ Table decorations: ☐
Backdrop / photobooth area: ☐
Camera charged: ☐ Video: ☐
Thank you notes sent: ☐ Within 1 week: ☐