SIMPLY RESOURCEFUL / FREE PRINTABLE

Birthday party checklist

Work backward from the event date and confirm bookings before making nonrefundable purchases.

Date: _____

Done	Task
[ ]	Set budget and date
[ ]	Confirm guest list
[ ]	Choose location
[ ]	Plan food and dietary options
[ ]	Prepare activities
[ ]	Confirm setup and cleanup
[ ]	
[ ]	

Notes and next steps