

Franc Karpo's Birthday Party Checklist!

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Follow these steps to reduce stress , bring peace and make your child's special day more enjoyable for everyone!

3 Months Before Party

- __ Pick Theme
- __ Choose Date
- __ Book Facility (if needed)
- __ Book Entertainment (if needed)
- __ Other _____

START NOW!

6 Weeks Before Party

- __ Make Invitation List
- __ Create Invitations
- __ Plan Activities/Food
- __ Order Accessories
- __ Rent Supplies (if needed)
- __ Other _____

2-3 Weeks Before Party

- __ Send Invitations
- __ Order Cake/Food
- __ Make Supply List
- __ Other _____



1 Week Before Party

- __ Send Reminders
- __ Ask Friends to Help
- __ Buy Everything on Supply List
- __ Assemble Party Bags
- __ Other _____

3 Days Before Party

- __ Order Balloons
- __ Prepare Games
- __ Buy Drinks/Water
- __ Locate Cooler
- __ Grab Lawn Size Garbage Bags
- __ Other _____

THESE SAVE
LAST MINUTE
STRESS!

1 Day Before Party

- __ Pick up Cake/Candles
- __ Buy Ice
- __ Decorate (if in your home)
- __ Charge Camera/Clear Memory Card
- __ Ask Friends to Bring Cameras ~~★~~
- __ Pin/Paper for Proper Present Credit
- __ Other _____

Day of the Party

- __ Pick up Balloons
- __ Fill Cooler
- __ Decorate (if at a facility)
- __ Prepare Table for Gifts
- __ Put Out Food
- __ Give Out Goodie Bags
- __ Get Help for Clean Up (kids!)
- __ Other _____

24 Hours After the Party

- __ Send Thank You Notes
- __ Return Anything Borrowed/Rented

DON'T LET THIS LINGER!

