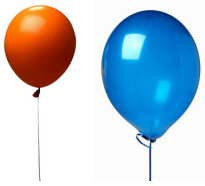


PARTY FOR:	
DATE:	

PRE PARTY

TASK	CHECK
Establish your party budget	<input type="checkbox"/>
Decide on a Date	<input type="checkbox"/>
Decide on a party theme	<input type="checkbox"/>
Finalise your guest list	<input type="checkbox"/>
Create and send birthday party invitations	<input type="checkbox"/>
Find and reserve location if having the party away from your home	<input type="checkbox"/>
If you are having your food catered, find and hire a caterer	<input type="checkbox"/>
Manage RSVPs	<input type="checkbox"/>
Plan which games you will have	<input type="checkbox"/>
Purchase Prizes	<input type="checkbox"/>
Purchase and make Party Bag Contents	<input type="checkbox"/>
Take inventory of party supplies and purchase needed decoration items.	<input type="checkbox"/>
Plan your party menu and decide on the décor and music	<input type="checkbox"/>
Order any party rental equipment. Take inventory of kitchen items and tableware for the party and acquire missing items	<input type="checkbox"/>
If you are hosting your party away from home or hiring a caterer, call to confirm	<input type="checkbox"/>
Order cake or make and freeze unfrosted cake	<input type="checkbox"/>
Purchase non-perishable food and drinks for your party	<input type="checkbox"/>
Call non-RSVP guests	<input type="checkbox"/>



THE DAY BEFORE

TASK	CHECK
Make sure your camera and/or video camera is ready to be used for the party and batteries are fresh/re-charged.	<input type="checkbox"/>
Refrigerate drinks, defrost frozen foods and homemade cake.	<input type="checkbox"/>
Prepare food that can be refrigerated, make sauces, wash and cut up vegetables.	<input type="checkbox"/>
Confirm with restaurant/location and caterer again.	<input type="checkbox"/>
Buy fresh meat and seafood.	<input type="checkbox"/>
Clean your house. Put out clean towels. Make sure you have enough toilet paper.	<input type="checkbox"/>

ON YOUR PARTY DAY

Decorate party area	<input type="checkbox"/>
Set up table	<input type="checkbox"/>
Set up any equipment needed for games	<input type="checkbox"/>
Prepare perishable food	<input type="checkbox"/>
Chill drinks	<input type="checkbox"/>
Pick up cake (if you're buying a ready-made one), ice and balloons.	<input type="checkbox"/>
Frost and decorate homemade cake	<input type="checkbox"/>
Get dressed but consider wearing an apron	<input type="checkbox"/>
Toss salad and Set out food.	<input type="checkbox"/>
Light candles, start music and if you have one on, take off your apron.	<input type="checkbox"/>
Relax, smile and have fun!	<input type="checkbox"/>

