



# BIRTHDAY PARTY PLANNER

**Party Theme:** \_\_\_\_\_

<b>Name of birthday boy/girl:</b>		<b>Date for fun:</b>	
<b>Venue:</b>		<b>Time:</b>	
<b>Who cracked the nod and has been invited?</b>			
<b>Who is gracing us with their presence?</b>			

**Tick when you have taken care of the details so you'll know when to panic or give yourself a noddy badge!**

<b>Venue sorted/ booked?</b>		<b>Venue confirmed/ deposit paid?</b>	
<b>Party packs packed?</b>		<b>Games planned?</b>	
<b>Cake baked &amp; iced?</b>		<b>Cake ordered &amp; collected?</b>	
<b>Cups/serviettes/ plates/cutlery?</b>		<b>Refreshments for parents staying?</b>	
<b>Party drinks?</b>		<b>Party food?</b>	

**General notes:**

(Making lists of all the things you have to buy and do may help so use the back of this planner for that. Then everything is in one place!) **MORE PRODUCTS AVAILABLE through [www.neatfreakshop.co.za](http://www.neatfreakshop.co.za)**