



BIRTHDAY PARTY PLANNER

Party Theme: _____

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

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

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

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**