

# 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 \_\_\_\_\_

*DON'T LET THIS LINGER!*



## 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