Birthday Party Planning Worksheet

chocolate cake club™

.....'s Birthday

Date ..... Location: ..... Theme: .....

Guest List!

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.....	.....

Helpers!

.....	.....

Fun!

Gathering Game: .....

Activities, Crafts, Games:

(15 - 20 min.) .....

(15 - 20 min.) .....

(15 - 20 min.) .....

(15 - 20 min.) .....

Extra Back-Pocket Games

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Food!

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.....	.....

Food/ Drinks for Adults? .....

Cake: .....

Candles, Plates, Cups, Napkins, Silverware

Decorations!

(Purchase or use items already in home)

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Gift Bags!

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Tips!

* Leave 5 min. between activities for moving, set-up
* Cake, Ice Crea, Sing Birthday Song (15 min.)
* Opening gifts? (Add 20 min.)

Extras!

Who's Taking Photos/ Video? .....

Weather Back- up Plan? .....

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