Checklist

Notes

☐ Send invitations
(decide on a theme, date, time,
location, and add it all to the invites)

☐ Decorate
(themed banners, balloons, center
pieces, table cloths, plates, napkins,
and utensils)

☐ Food
(get headcount for drinks, appetizers,
main course,desserts, and cake)

☐ Party Favors
(themed favors, bags/boxes, and
thank you labels)