DELTA RIDGE TECHNOLOGIES

Birthday Party Planner

Counted back from the party date

COUNTED BACK FROM THE PARTY DATE



A party goes wrong because of the last three days, and the last three days go wrong because of the four weeks before them. Fill the date in at the top and the rest of this page becomes a schedule.

Party date: _____ **Start time:** _____ **Place:** _____
Age they are turning: _____ **Number of guests:** _____ **Total budget:** $_____

WHEN	DO THIS	DONE
4 weeks before	Date, time, place, guest list, budget. Nothing else yet.	
3 weeks before	Invitations out, and the food plan written	
2 weeks before	Order the cake, book the place, buy the plates	
1 week before	Confirm the count, plan the games, buy the prizes	
3 days before	Clean the house, buy the food that keeps	
Day before	Set the table, make the playlist, charge the camera	
Morning of	Ice, balloons, the cake collected, food out last	
Party start	One adult on the door, one on the food, one on the games	

SAMPLE



PLEASE READ THIS PAGE

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You are responsible for your own decisions. Conditions differ by place, climate, equipment and person. Read the whole document before relying on any figure, date or interval in it, confirm anything that matters against the current official source, and use your own judgment before acting.

Activities for children need an adult present. Several activities involve scissors, small parts, water, heat, food, outdoors, tools or fire. Adults are responsible for choosing what is age appropriate, supervising it, and checking the surroundings and materials first. Nothing here replaces your own judgment about the children in your care. No educational, developmental, behavioral or health result is promised or implied by any page in this pack.

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