

# *Birthday Party Planner*

This planner is to aid you in the preparation of your party and to provide me with the Information I need to coordinate the activities you have planned.

Name of Person Planning Party \_\_\_\_\_

Phone # (     )     -     E-mail \_\_\_\_\_

Name of Birthday Person(s) \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_ Age \_\_\_\_\_

Time of Guest Arrival \_\_\_\_\_ Number of Guest \_\_\_\_\_

Party Theme \_\_\_\_\_

Arrival Time of birthday Person \_\_\_\_\_

Time of Dinner \_\_\_\_\_ Dinner Served \_\_\_\_\_ Buffet \_\_\_\_\_

Toast: Yes \_\_\_\_\_ No \_\_\_\_\_ Speeches/Roasting: Yes \_\_\_\_\_ No \_\_\_\_\_

Person # 1 \_\_\_\_\_

Person # 2 \_\_\_\_\_

Person # 3 \_\_\_\_\_

Time of Cake Cutting \_\_\_\_\_ Time Dance Starts \_\_\_\_\_

Other Activities or Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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