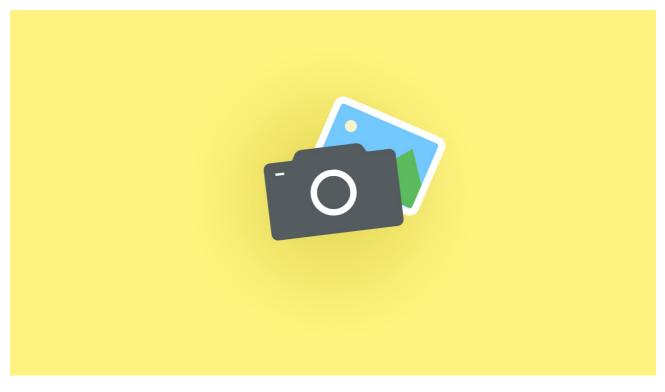
Party Planning checklist

Sweet 16 Party Planning Checklist



Set party date, place and time
Decide on a theme
plan the guest list
Send invitations
Decide on the menu (fill out party food printable)
Place orders (cake, favors, supplies, tables, chairs, etc)
Purchase or make decorations (make a list of items)
Make a party playlist
Plan party activities and games
Put together party favors
Touch base with guests who haven't replied
Make a picture slideshow & print pictures
Order thank you cards
Clean house (if party is at house) or start packing up decorations for on location party
Make day Of party schedule
Make a day Of party to do list
Charge Camera & video camera

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