

Keir Royale's Birthday Party Checklist

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3 Months Before The Party	
	Pick Theme
	Choose Date
	Book Entertainment

3 Days Before The Party	
	Order Balloons
	Prepare Games
	Buy Drinks/Water

6 Weeks Before The Party	
	Make Invitation List
	Create Invitations

1 Day Before The Party	
	Pick up Cake/Candles
	Buy Ice
	Decorate (if in your home)
	Charge camera/phone

2-3 Weeks Before The Party	
	Send Invitations
	Order Cake/Food

Day of The Party	
	Pick up Balloons
	Fill Cooler
	Decorate (if at a facility)
	Prepare Table for Gifts
	Put Out Food

1 Week Before The Party	
	Send Reminders
	Ask Friends to Help
	Buy Everything on Supply List

24 Hours After the Party	
	Send Thank You Notes