

birthday party planner

to do:		to buy:		party schedule:	
select party date	<input type="checkbox"/>	invitations	<input type="checkbox"/>	start	_____
make guest list	<input type="checkbox"/>	stamps	<input type="checkbox"/>	0:15	_____
address invitations	<input type="checkbox"/>	paper cups	<input type="checkbox"/>	0:30	_____
mail invitations	<input type="checkbox"/>	paper plates	<input type="checkbox"/>	0:45	_____
plan party theme	<input type="checkbox"/>	napkins	<input type="checkbox"/>	1:00	_____
decide on favors	<input type="checkbox"/>	tablecloth	<input type="checkbox"/>	1:15	_____
order birthday cake	<input type="checkbox"/>	utensils	<input type="checkbox"/>	1:30	_____
plan entertainment	<input type="checkbox"/>	balloons	<input type="checkbox"/>	1:45	_____
contact entertainers	<input type="checkbox"/>	streamers/signs	<input type="checkbox"/>	2:00	_____
buy food, decor items	<input type="checkbox"/>	place cards	<input type="checkbox"/>	2:15	_____
prepare house for party	<input type="checkbox"/>	favors/party bags	<input type="checkbox"/>	2:30	_____
decorate	<input type="checkbox"/>		<input type="checkbox"/>	2:45	_____
	<input type="checkbox"/>		<input type="checkbox"/>	3:00	_____
	<input type="checkbox"/>		<input type="checkbox"/>		_____
clean-up	<input type="checkbox"/>		<input type="checkbox"/>		_____
write thank you notes	<input type="checkbox"/>		<input type="checkbox"/>		_____
mail thank you notes	<input type="checkbox"/>		<input type="checkbox"/>		_____

notes:	party info:
_____	date: _____
_____	time: _____
_____	theme: _____
_____	cake: _____
_____	favors: _____
_____	entertainment: _____