# Birthday Party Checklist

*From four weeks out to the thank-you notes*

- [ ] Pick the date and time
- [ ] Choose a theme
- [ ] Write the guest list
- [ ] Send the invitations
- [ ] Book or plan the place
- [ ] Order or plan the cake
- [ ] Plan three or four games
- [ ] Buy plates, cups and napkins
- [ ] Buy favors and prizes
- [ ] Print the games and signs
- [ ] Check the replies
- [ ] Buy the food and drinks
- [ ] Charge the camera or phone
- [ ] Set up the day before
- [ ] Put candles and matches by the cake
- [ ] Write thank-you notes

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