PARTY PLANNER

- [ ] Set date
- [ ] Set budget
- [ ] Research & visit venues
- [ ] Decide on guest list
- [ ] Decide on a theme
- [ ] Finalise venue
- [ ] Book soft play + castle
- [ ] Research food/menu
- [ ] Send invitations
- [ ] Order dried/fresh flowers
- [ ] Book in a balloon stylist
- [ ] Order party decorations
- [ ] Order table wear
- [ ] Research themed favours
- [ ] Book in birthday cake and desserts
- [ ] Order favours
- [ ] Confirm guests/RSVPS
- [ ] Purchase party outfit
- [ ] Finalise food/menu
- [ ] Finalise everything else
- [ ] Make a list of helpers and delegate jobs for on the day
- [ ] Let's party!

NOTES