CELEBRATIONHUB • OFFICIAL PRINTABLE SYSTEM

THE ULTIMATE BIRTHDAY PARTY PLANNER & BUDGET TOOLKIT

The Complete Step-by-Step Organizer to Plan, Budget, and Host a Spectacular, Stress-Free Celebration

PARTY OVERVIEW & DETAILS

Guest of Honor:	_____
Celebration Milestone:	[ ] 1st [ ] 16th [ ] 18th [ ] 21st [ ] 30th [ ] Other: ____
Party Date & Time:	_____ at _____
Venue / Location:	_____
Primary Theme & Colors:	_____
Total Budget Target:	$ _____ (Estimated Headcount: ____)
Lead Party Host / Planner:	_____ Phone: _____

✔ **Full Timeline Countdown**
From 8 weeks out to party hour

✔ **Comprehensive Budget Ledger**
Track deposits, balances & savings

✔ **Master Guest & RSVP Tracker**
Headcounts, allergies & thank-yous

✔ **Menu & Grocery Shopping List**
Categorized food and bar planning

✔ **Decor & Aesthetic Moodboard**
Color swatches, photo backdrop & lighting

✔ **Hour-by-Hour Party Itinerary**
Smooth transitions from arrival to cake

1. MASTER PARTY COUNTDOWN CHECKLIST

Follow this step-by-step timeline to stay organized, avoid last-minute panic, and ensure zero forgotten details.

STATUS	TIMELINE MILESTONE & ACTION TASKS	TARGET DATE	NOTES
[ ]	**8 WEEKS OUT: FOUNDATION** • Select date, backup date & party time slot • Establish overall party budget and maximum headcount • Brainstorm aesthetic theme and color scheme • Tour and secure venue / party space (pay deposit)	___/___	Book early to save
[ ]	**4 TO 6 WEEKS OUT: INVITATIONS & VENDORS** • Finalize guest list with phone/email contacts • Send out digital or printed invitations with RSVP deadline • Book major vendors: caterer, DJ, entertainer, photographer • Order custom cake / cupcakes from bakery	___/___	RSVP deadline: 2 wks out
[ ]	**2 TO 3 WEEKS OUT: DECOR & ACTIVITIES** • Order balloons, banner, tableware, photo booth props • Purchase birthday outfit and accessories • Curate Spotify/party music playlist (2-3 hours total) • Plan 2-3 interactive party games or activities	___/___	Allow shipping buffer
[ ]	**1 WEEK OUT: HEADCOUNT & PREP** • Follow up with non-responsive invitees (finalize count) • Provide final headcount to caterer / venue • Purchase non-perishable groceries, drinks & ice supplies • Assemble party favor bags / thank you gifts	___/___	Confirm cake pickup
[ ]	**1-2 DAYS BEFORE: STAGING & FRESH FOOD** • Deep clean and prep party area / rearrange furniture • Prepare make-ahead appetizers, punch bases & marinades • Charge Bluetooth speakers, cameras & photo lighting • Wrap gifts and place emergency party kit in accessible spot	___/___	Chill beverages overnight
[ ]	**PARTY DAY MORNING: LAUNCH** • Pick up cake, fresh flowers & helium balloons • Set up photo backdrop, guest book and favor table • Put out ice buckets, beverages & finger foods 30 mins prior • Start music playlist 15 mins before first guest arrives!	___/___	Take deep breath & enjoy!

2. PARTY BUDGET & EXPENSE TRACKER

Keep your spending under control. Compare estimated budgets against actual receipts to prevent unexpected costs.

TARGET BUDGET: $ _____ **TOTAL ACTUAL SPENT: $ _____** **NET VARIANCE: [ ] Under [ ] Over $ _____**

EXPENSE CATEGORY & ITEM	EST. COST	ACTUAL	PAID?	VENDOR / PAYMENT NOTES
VENUE & RENTALS: Space Rental Fee	$	$	[ ]	
Tables, Chairs, Linens & Canopy Rental	$	$	[ ]	
Cleaning / Security / Damage Deposit	$	$	[ ]	
FOOD & BEVERAGES: Main Meal / Caterer	$	$	[ ]	
Appetizers, Finger Foods & Snacks	$	$	[ ]	
Custom Birthday Cake / Cupcakes	$	$	[ ]	
Soft Drinks, Juices, Mocktails & Ice Bags	$	$	[ ]	
Paper Plates, Cups, Napkins, Cutlery	$	$	[ ]	
DECOR & AMBIANCE: Balloon Arch & Helium	$	$	[ ]	
Photo Backdrop, Props & Banners	$	$	[ ]	
Table Centerpieces, Confetti & Candles	$	$	[ ]	
Fairy Lights, Paper Lanterns & Signage	$	$	[ ]	
ENTERTAINMENT: DJ / Speaker / Music Sub	$	$	[ ]	
Photographer / Photo Booth Hire	$	$	[ ]	
Party Games, Prizes & Pinata	$	$	[ ]	
FAVORS: Guest Goodie Bags & Small Gifts	$	$	[ ]	
Invitations, Thank-You Cards & Postage	$	$	[ ]	
Birthday Outfit, Shoes & Hair/Makeup	$	$	[ ]	
EMERGENCY CONTINGENCY FUND (10%)	$	$	[ ]	Buffer for last-minute runs
GRAND TOTALS	$	$		

3. MASTER GUEST LIST & RSVP TRACKER

Keep track of every invitation, RSVP response, dietary allergy, gift received, and thank-you note.

TOTAL INVITED: ____ **CONFIRMED ATTENDING: ____** **DECLINED: ____** **AWAITING: ____**

#	GUEST NAME	+1?	RSVP STATUS	DIET / ALLERGY	GIFT RECEIVED	THANKED?
01	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
02	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
03	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
04	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
05	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
06	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
07	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
08	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
09	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
10	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
11	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
12	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
13	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
14	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
15	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
16	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
17	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]
18	_____	[ ]	[ ] Yes [ ] No	_____	_____	[ ]

4. THEME, COLOR PALETTE & DECOR PLANNER

Design an Instagram-worthy celebration aesthetic. Map out your color story, focal backdrop, and tabletop styling.

OVERALL THEME CONCEPT: **(e.g., Golden Hour Sunset, Retro Disco, Boho Garden, Hollywood Glam)**	**DESIRED VIBE / MOOD:** **(e.g., Elegant, High-energy, Intimate, Playful, Cozy)**
_____ _____	_____ _____

COLOR PALETTE SWATCHES & CODES

Primary Color:	**Secondary Accent:**	**Highlight / Neutral:**	**Metallic Finish:**
[ ] Swatch Sample Name: _____	[ ] Swatch Sample Name: _____	[ ] Swatch Sample Name: _____	[ ] Gold [ ] Rose Gold [ ] Silver [ ] Chrome

ZONE	DECORATION ELEMENTS & RENTALS	DIY / BUY / RENT	READY ?
ENTRANCE / WELCOME	Welcome sign on easel, fairy lights, balloon cluster, guest book	_____	[ ]
PHOTO BOOTH BACKDROP	Balloon garland / arch, neon birthday sign, sequin curtain, props	_____	[ ]
CAKE & DESSERT TABLE	Tiered cake stands, table runner, themed backdrop banner, confetti	_____	[ ]
DINING / SEATING TABLES	Floral / candle centerpieces, printed place cards, table linens, napkins	_____	[ ]
LIGHTING & AMBIANCE	Warm string lights, uplighting, outdoor lanterns, scented diffusers	_____	[ ]
FAVOR & GIFT STATION	Favor baskets, personalized gift tags, card box with security lock	_____	[ ]

5. FOOD & BEVERAGE MENU & GROCERY PLANNER

Ensure generous portions, balanced dietary options, and streamlined supermarket shopping.

WELCOME COCKTAILS / MOCKTAILS	APPETIZERS & FINGER FOODS
1. _____ 2. _____	1. _____ 2. _____ 3. _____
MAIN COURSE & SIDES (BUFFET / SIT-DOWN)	**CAKE, SWEETS & DESSERT BAR**
1. _____ 2. _____ 3. _____	1. Birthday Cake Flavor: _____ 2. Cupcakes / Macarons: _____ 3. Ice Cream / Fruit Platter: _____

CATEGORIZED GROCERY & SUPPLIES SHOPPING CHECKLIST

FRESH & PRODUCE	PANTRY & BAKING	BEVERAGES & BAR	DISPOSABLES & UTILITIES
[ ] Lemons / Limes	[ ] Artisan Crackers & Chips	[ ] Soda & Sparkling Water	[ ] Heavy-duty Paper Plates
[ ] Fresh Herbs / Garnish	[ ] Dips, Salsas & Hummus	[ ] Fruit Juice & Tonics	[ ] Cutlery (Forks, Knives)
[ ] Salad Greens & Veggies	[ ] Cooking Oils & Spices	[ ] Beer, Wine, Champagne	[ ] Cocktail & Dinner Napkins
[ ] Fresh Berries / Fruits	[ ] Sugar, Flour & Vanilla	[ ] Drink Syrups & Mixers	[ ] Clear Plastic Drink Cups
[ ] Charcuterie Cheeses	[ ] Sprinkles & Candies	[ ] 3-4 Large Bags of Ice	[ ] Trash Bags & Disinfectant
[ ] Meats & Deli Cold Cuts	[ ] Condiments & Sauces	[ ] Coffee, Tea & Milk	[ ] Matches, Toothpicks, Tape

6. PARTY DAY HOUR-BY-HOUR ITINERARY

Ensure a flawless, joyful flow of events. Keep energy high and avoid awkward downtimes.

TIME SLOT	EVENT PHASE & ACTIVITY	RESPONSIBLE PERSON	MUSIC VIBE / PLAYLIST
- 2:00 Hours	**Final Venue Staging:** Balloon placement, sound check, lighting test, table placement	Host & Decor Lead	N/A (Sound Check)
- 0:30 Mins	**Refreshments Ready:** Ice in buckets, cold drinks poured, ambient music started	Co-Host / Beverage Lead	Soft Lounge / Low Volume
0:00 (Start)	**Guest Arrival & Welcome:** Coat drop, drink in hand, photo booth snapshots	Host at Door	Upbeat Tropical / Chill Pop
+ 0:45 Mins	**Icebreaker & Socializing:** Welcome toast, group photo, birthday trivia or party game	Host / MC	Energetic Pop Favorites
+ 1:30 Hours	**Food & Dining Served:** Buffet opens, hot food replenished, guests relaxed and eating	Catering Lead / Food Server	Mellow R&B / Acoustic
+ 2:30 Hours	**Cake Ceremony:** Dim lights, bring out birthday cake with candles, sing & make wish!	Host + Cake Cutter	Celebration / Happy Birthday
+ 3:00 Hours	**Dance & Open Social:** Dance floor opens, dessert bar active, Polaroid photo book signing	DJ / Playlist Lead	High Energy Dance Anthems
+ 4:00 Hours	**Farewell & Favors:** Thank guests for attending, hand out favor bags, arrange safe rides	Host & Guest of Honor	Feel-good Nostalgic Vibes
Post-Party	**Cleanup & Takedown:** Pack gifts, gather rentals, quick trash sweep, lock up venue	Cleanup Crew / Host	N/A

7. MEMORY KEEPSAKE & GIFT LOG

Preserve precious memories from the celebration and ensure every thoughtful gift is warmly acknowledged.

THE MOST UNFORGETTABLE MOMENTS OF THE DAY:

1. _____
2. _____
3. _____

WHAT WENT SPECTACULARLY WELL:

- _____
- _____

THINGS TO DO DIFFERENTLY NEXT TIME:

- _____
- _____

POST-PARTY GIFT & THANK-YOU CARD DISPATCH TRACKER

GUEST NAME	GIFT DESCRIPTION	PERSONAL NOTE / REACTION	THANK YOU SENT?
1. _____	_____	_____	[ ] Text [ ] Card
2. _____	_____	_____	[ ] Text [ ] Card
3. _____	_____	_____	[ ] Text [ ] Card
4. _____	_____	_____	[ ] Text [ ] Card
5. _____	_____	_____	[ ] Text [ ] Card
6. _____	_____	_____	[ ] Text [ ] Card

THANK YOU FOR PLANNING WITH CELEBRATIONHUB!

Visit us at **celebrationhubmy.site** for more viral birthday wishes, gift guides, and celebration inspiration.