

Party Planning Worksheet

Purpose of Party:

Kevin's 6th Birthday

Guest of Honor:

Kevin Jones

Theme:

Dinosaurs

of Guests:

10

Ages of Guests:

5-7 years

Date:

June 16

Time:

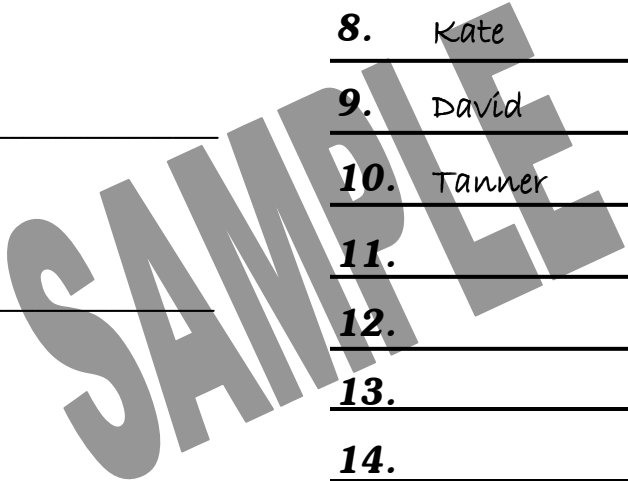
10:00-11:30 AM

Location:

Our Backyard

Guest List:

1. Kevin
2. Anne
3. Judy
4. John
5. Tyler
6. Josh
7. Landon
8. Kate
9. David
10. Tanner
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____



Party Planning Worksheet

Party Stuff	Items Needed	Amount Needed	Anticipated Cost	Begin Preparing
Piñata	Newspaper	Already have	-----	2 weeks before party
	Plastic Cups	Already have	-----	
	Balloon	Already have	-----	
	Fillers	2 bags candy, 5 toys	\$20.00	
Invitations	White Cardstock	Already have	-----	1 week before
Cake				Day before party
Dino Cupcake Cake	Cake mix, baking cups, frosting	1 pkg. baking cups	\$1.50	
Decorations	Happy Birthday Banners	Already have	-----	1 week before
	Streamers & Balloons	Green & Brown Each	\$6.00	Day before party
Dino Footprints	Construction Paper	Already have	-----	PARTY DAY
Dino Bones & Eggs	Paper mache & white spray paint	1 can white spray paint	\$1.50	2 weeks before
Costumes	NONE			
Refreshments				
Caveman Coolers	Fruit drinks, labels	10 drinks	\$5.00	1 week before
Dinosaur Egg	watermelon	See Below	See Below	PARTY DAY
	Vanilla Ice Cream			PARTY DAY
Games & Activities				
Decorate Bags	Brown paper bags, markers, stickers	Dinosaur Stickers, bags	\$6.00	PARTY DAY
Dino Egg Hunt	Watermelon	1 Watermelon	\$5.00	PARTY DAY
Dino Relay Race	Cereal Boxes, Spray Paint	4 Cereal Box, 1 can paint	\$13.50	2 days before party
Crafts				
Dinosaur Egg Soap	Ivory Soap, Dinosaur Toys			2 days before party
Take Home Gifts				
	Dino Egg Soap	See Above	See Above	
	Piñata Fillers	See Above	See Above	

Party Schedule Worksheet

SAMPLE

Anticipated Begin Time	Activity	Anticipated Time Needed
10:00	Decorate Brown Paper Bags	10 min.
10:10	Dino Egg Soap	10 min.
10:20	Dino Egg Hunt	15 min.
10:35	Dino Race	15 min.
10:50	Pinata	15 min.
11:05	Cake & Ice Cream	10 min.
11:15	Open Presents	10 min.
11:25	Pop Balloons	5 min.
11:30	Send Guests Home—Hooray!	
	Collapse	
	Clean-up	
	Extra Games:	
	Duck, Duck Goose	5 min.