

Plan the
Ultimate
Sweet 16
Party!

www.Sweet16PartyStore.com

Party Planning Checklist

Thrill
the
Birthday
Girl!

3-6 Months

- Talk with the Birthday Girl - What does she want to do? What does her dream party look like?
- Pick the party date - This is usually on a weekend, within a week of the Birthdate!
- Pick a Birthday Party Idea- Check out theme ideas on www.blog.Sweet16PartyStore.com
- Send a Save-the-Date email to attendees - Ask anyone if they want to help with the planning

2-3 Months

- Book the Venue, buy the tickets, reserve the transportation, hire a party planner, book a photographer.

1-2 Months

- Pick out food/menu, order party decorations at www.Sweet16PartyStore.com
- Send out the official Birthday Party Invite! Let attendees know if a special outfit is needed!

2 Weeks Prior

- Plan your Party Favor Bags - Fill with treats, themed items, something to wear or other fun favors!
- Order your final Sweet 16 Party Items- Get a tiara, games, decorations, & a Birthday gift!
- Order the flowers and the cake!

1 Week Prior

- Create a Party Songs Playlist- Or print the FREE one at www.Sweet16PartyStore.com
- Follow up on RSVP's - Get a final count for the BIG NIGHT!

The Day Before the Party

- Send a reminder to the guests! Remind them of anything they're supposed to bring or wear.
- Prep items for the party- Fill goody bags, make sure you have decorations & supplies for games.
- Wrap the Birthday Girl's Gift- Make sure to write a fun note to accompany it.

The Day of the Party!

- Pick up the cake, ice, flowers, balloons, etc.
- Prepare food items, set up tables, decorate & set up the music.
- Keep an eye on the Birthday Girl! It's her party, make sure she is the star!