

Time Limit	Task	Completed
<b>8 Weeks to go:</b>	Draw up a guest list	
	Decide on date and time of party	
	Work out a maximum budget	
	Decide and book, if necessary, a venue	
	Choose a Pink Heaven party theme	
	Book any entertainments DJs, bouncy castles etc.	
<b>4 Weeks to go:</b>	Make a list of supplies needed and start shopping	
	Invitations	
	Decorations	
	Tablewear	
	Favors and prizes	
	Decorations	
	Buy or make any fancy dress costumes	
<b>2 Weeks to go:</b>	Send out invitations	
	Start making any homemade decorations	
	Check if you need any additional partyware	
	Order the birthday cake, if buying	
<b>1 Week to go:</b>	Start buying non perishable food items	
	Chase up any non RSVPs	
	Buy any extras batteries, cleaning equipment etc.	
<b>2 Days to go:</b>	Make cake if baking, pick up bought cake if buying	
<b>Day Before:</b>	Finish buying any food items	
	Go through shopping list for any missed items	
	Prepare any foods that can be done in advance	
	Clean your house	
<b>Day of Party:</b>	Finish preparing food, including icing the cake	
	Decorate the party room	
	Set up party table	
	Set out food and cover with foil	
	Blow up any balloons	
	HAVE FUN (Make sure you complete this one!)	