



# PARTY PLANNING CHECKLIST



MY LITTLE PONY wants to help your celebration be memorable and easy to plan!

## PARTY DETAILS:

Who: \_\_\_\_\_ Where: \_\_\_\_\_  
What: \_\_\_\_\_ When: \_\_\_\_\_  
RSVP: \_\_\_\_\_

## THINGS TO DO:

### General:

- ☆ Review and stay organized with the MY LITTLE PONY online Party Planner's "Plan" section
- ☆ Pick your party theme using ideas from the Party Planner's "Birthday Club" or "More Ways to Play" section
- ☆ Select and secure a venue
- ☆ Find helpers (greeters, decorators, food servers, etc.)
- ☆ Prepare party bags for your guests to thank them for coming:
  - ☆ Buy party bags from the online Party Planner's "Party Shopper" section
  - ☆ Buy party favors and fill party bags

### Invitations:

- ☆ Create and organize your guest list from the Party Planner's "Party Kit"
- ☆ Download invitations from the Party Planner's "Party Kit" to print and personalize
- ☆ Mail invitations and keep track of RSVPs using the Party Planner's "Party Kit"
- ☆ Follow-up with missing RSVPs for a final head count

### Decorations:

- ☆ Make decorations or buy them from the Party Planner's "Decorate" section
- ☆ Order and pick up helium balloons or any other desired decorations for the big day

### Games & Activities:

- ☆ Select games, activities and crafts using the Party Planner's "Activities" section
- ☆ Buy prizes for games
- ☆ Buy craft supplies

### Food:

- ☆ Create your menu using the Party Planner's "Recipes" section
- ☆ Order or bake cake and decorate
- ☆ Buy menu ingredients
- ☆ Prepare menu items

### Other:

- ☆ Charge camera batteries and be ready to capture memories on party day
- ☆ Keep track of any gifts received using the Gift List in the "Party Kit"
- ☆ Download thank you cards from the "Party Kit" then print and send