

# THE DOG BIRTHDAY PARTY CHECK LIST

**YOU WON'T FORGET WITH THIS LIST! USE THIS FORM TO HELP KEEP YOU ORGANIZED & STRESS FREE.**

## PARTY INFO

Name Of Birthday Pup: \_\_\_\_\_

Venue: \_\_\_\_\_

Date of

Party: \_\_\_\_\_

Time of Party: \_\_\_\_\_

to \_\_\_\_\_

## NOTES/REMINDERS/APPOINTMENTS/IMPORTANT NUMBERS

## BEFORE THE PARTY CHECK LIST BY TIME LINE

4-6 Weeks Before	2-3 Weeks Before	1 Week Before	Day Before	Day of the Party
<input type="checkbox"/> Pick a date	<input type="checkbox"/> Create/Buy invites	<input type="checkbox"/> Follow up with people who have not RSVP'd	<input type="checkbox"/> Prepare food	<input type="checkbox"/> Pick up cake if ordered
<input type="checkbox"/> Set a budget	<input type="checkbox"/> Mail invites	<input type="checkbox"/> Inquire with those confirmed of any diet restrictions	<input type="checkbox"/> Prepare party favor bags	<input type="checkbox"/> Set out food
<input type="checkbox"/> Pick a venue	<input type="checkbox"/> Plan menu	<input type="checkbox"/> Buy food and treats	<input type="checkbox"/> Make cake if not purchasing	<input type="checkbox"/> Set up games and activities
<input type="checkbox"/> Choose a theme	<input type="checkbox"/> Order cake	<input type="checkbox"/> If making cake, buy cake supplies	<input type="checkbox"/> Dog proof your home interior & exterior	<input type="checkbox"/> Decorate inside and outside
<input type="checkbox"/> Create guest list	<input type="checkbox"/> Buy decorations	<input type="checkbox"/> Confirm (if booked) your entertainment	<input type="checkbox"/> Secure fence exits and any gaps	<input type="checkbox"/> Pick up poop, toys and anything else
<input type="checkbox"/> Intro dogs if needed	<input type="checkbox"/> Book any entertainment (trainers, artists, photographers)	<input type="checkbox"/> Plan games and/or activities	<input type="checkbox"/> Be sure you have enough poop bags	<input type="checkbox"/> Welcome guests & ENJOY!
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:**