

## Birthday Party Planning Form

Please provide the following details to help us plan your upcoming birthday party:

### Personal Information:

Name of Birthday Person: \_\_\_\_\_

Age Turning: \_\_\_\_\_

Name of the person responsible: \_\_\_\_\_

Contact Information (Phone/Email): \_\_\_\_\_

\_\_\_\_\_

### Birthday Details:

Date of the Birthday party: \_\_\_\_\_

Time of the Birthday Party: \_\_\_\_\_

Preferred Location/Venue: \_\_\_\_\_

Theme or Color Scheme (if any): \_\_\_\_\_

\_\_\_\_\_

Party start Time: \_\_\_\_\_

Party End Time: \_\_\_\_\_

### Guest List:

Number of Guests (Adults/Children): \_\_\_\_\_

Budget: (Total Budget for the Birthday party): \_\_\_\_\_

### Party Activities:

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

Entertainment or Activities (games, music, clowns, magicians, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cake/Cupcake Preferences:** \_\_\_\_\_

\_\_\_\_\_

**Food and Beverages:**

**Beverage Options** (e.g., soft drinks, juice, etc.): \_\_\_\_\_

\_\_\_\_\_

**Catering/Menu Preferences:** \_\_\_\_\_

\_\_\_\_\_

**Decorations:**

**Decor Theme/Color Scheme:** \_\_\_\_\_

**Backdrop/balloons:** \_\_\_\_\_

**Special Requests** (Any specific requests or unique elements you'd like to include in your birthday party): \_\_\_\_\_

\_\_\_\_\_

**RSVP and Invitations:** \_\_\_\_\_

**RSVP Deadline:** \_\_\_\_\_

**Invitation Preferences** (Physical, Digital, or Both): \_\_\_\_\_

\_\_\_\_\_

**Gifts:**

**Gift Preferences or Registry** (if any): \_\_\_\_\_

**Photography and Memories:**

**Photography:** \_\_\_\_\_

**Videography:** \_\_\_\_\_



**Other Information:**

Any dietary restrictions or special considerations for guests: \_\_\_\_\_

\_\_\_\_\_

**Miscellaneous:**

How did you hear about our event planning services? \_\_\_\_\_

\_\_\_\_\_

Additional Comments or Questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Thank you for providing this information. We are excited to assist you in planning your birthday celebration. Our event planner will be in touch with you soon to discuss the details and make sure your birthday party is a fun and memorable event.*