PLAN IT ON ONE HAND

The birthday party



WHAT DAY IS THE PARTY? _____

Picture it

Why are we doing this?
What does done look like?

WHY ARE WE DOING THIS?

WHAT DOES DONE LOOK LIKE?

Map it

What comes first, and who owns each piece?

THE JOB	ONE NAME	BY WHEN	SAID
Pick the start and end time		*4 weeks before*	☐
Send invitations with the end time		*3 weeks before*	☐
Buy anything special		*2 weeks before*	☐
Choose one game or craft		*10 days before*	☐
Order or make the cake		*3 days before*	☐
Buy the fresh food		*the day before*	☐
Run the food		*on the day*	☐
Run the games		*on the day*	☐
Stand at the door		*on the day*	☐
			☐
			☐

Try it

What's the smallest test before we commit?

THE SMALLEST TEST

Launch it

Who's doing what, by when? Say it back.

WHERE THE PLAN LIVES

WATCH IT: CHECK-INS

☐ Who's coming, and do we have enough? *7 days before*

☐ Five-minute huddle with the other adults *on the day*

Close it

Did we keep the promise? Keep, drop, try.

KEEP

DROP

TRY

HIGH FIVE: THANK EVERYONE WHO HELPED

HOW WE'LL CELEBRATE