Birthday Party Food Planner

Write your guest numbers in boxes A and B, then multiply each row. A starting point, not a rule.

PARTY FOR	DATE AND TIME	A · CHILDREN (4 TO 10)	B · TEENS AND ADULTS

FOOD OR DRINK	PER CHILD (4 TO 10)	× A =	PER TEEN OR ADULT	× B =	TOTAL TO BUY OR MAKE
Sandwiches Snack party	1 sandwich, cut into quarters		1 to 1.5 sandwiches		
Pizza Meal	1 to 2 slices		2 to 3 slices		
Main dish from a pot	About half an adult portion		1 portion, plus 10 percent spare overall		
Finger food Snacks-only evening	Not applicable		4 to 6 pieces per hour		
Fruit and vegetables	1 small handful		1 handful		
Chips or crackers	1 small handful		1 to 2 handfuls		
Drinks	2 small cups		2 in the first hour, then 1 per hour		
Cake	1 small slice or 1 cupcake		1 slice		

A starting point, not a rule. Appetites vary with age, time of day and how long the party runs. Adjust up for teens and for long parties, and down when there are many dishes. Count the adults who stay, and skip the rows you are not serving.

ALLERGY AND DIETARY NOTES

GUEST	ALLERGY OR DIETARY NEED	WHAT THEY CAN HAVE

On the day: label every dish with what it is and any common allergens in it, keep the packaging until the party is over, and use a separate serving spoon for each dish. The family of the guest knows what is safe for them.

Free to print for personal use. General hosting guidance, not medical advice.

Menu and Shopping List

Copy the totals from page 1, check the cupboards, then write only what you still need to buy.

MAIN FOOD	SIDES AND SNACKS	DRINKS	CAKE

SHOPPING LIST

FOOD	HOW MUCH
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

DRINKS AND ICE	HOW MUCH
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☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

CAKE AND CANDLES	HOW MUCH
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☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

PLATES, CUPS AND EXTRAS	HOW MUCH
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☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	
☐	

Keeping a buffet safe: keep hot food at 140°F (60°C) or warmer and cold food at 40°F (4°C) or colder. Do not leave perishable food out at room temperature for more than two hours, or one hour above 90°F (32°C).

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