

Birthday Party Planning Checklist

6 Weeks Before Party

- ___ Decide on a party theme with your child
- ___ Book venue, catering and/or entertainment (if applicable)
- ___ Make the guest list
- ___ Confirm date with essential party guests
- ___ Order personalized invitations (if applicable)

4 Weeks Before Party

- ___ Prepare and mail invitations
- ___ Create list of needed supplies
- ___ Order any supplies you're getting online
- ___ Choose day-of-party activities

3 Weeks Before Party

- ___ Plan menu
- ___ Create grocery list
- ___ Shop for any remaining supplies
- ___ Order cake

1 Week Before Party

- ___ Call those who did not RSVP
- ___ Plan party-day agenda
- ___ Do yard work for outdoor party
- ___ Order balloons
- ___ Confirm with venue, catering and/or entertainment (if applicable)

3 Days Before Party

- ___ Clean house
- ___ Go grocery shopping
- ___ Prepare goodie bags/party favors
- ___ Charge cameras
- ___ Prepare materials for activities

1 Day Before Party

- ___ Bake or pick up cake
- ___ Pick up balloons
- ___ Prepare food that can be made ahead
- ___ Refrigerate drinks
- ___ Do a touch-up cleaning sweep
- ___ Set up tables/Arrange furniture
- ___ Decorate and set up activities
- ___ Practice party manners with your child

