

Birthday Party Checklist

Guest of Honor: _____ Date: _____

Four to Six Weeks before the Party

- Set the party date & time
- Book the location if the party is to be held outside your home
- Establish a party budget
- Create your guest list
- Choose a party theme
- Order party supplies & party favors
- Book entertainment (clown, magician, etc.) and bounce houses

Three Weeks before the Party

- Create and send party invitations
- Keep a list of invitees near the phone for RSVP's
- Plan your party menu

Two Weeks before the Party

- Order balloons
- Order Cake or if making yourself, get supplies
- Plan party activities & games
- Order any party rental equipment
- Take inventory of kitchen items and tableware to use for the party.

One Week before the Party

- Buy non-perishable food and beverages
- Buy candles
- Buy film, video tape & batteries
- Buy extra garbage bags, foil & plastic wrap
- Schedule activities
- Buy piñata & candy fillers
- Confirm entertainment
- Call or email guests who haven't RSVP'd
- Do heavy cleaning

Two Days before the Party

- Check camera batteries & film. Charge batteries if necessary.
- Make space in the refrigerator
- Buy groceries
- Assemble party favor bags

Day before the Party

- Clean bathrooms & party area
- Decorate party room
- Organize and set out party favors
- Place crafts and prizes near activity stations
- Make cake (if making your own)
- Prepare any food that can be refrigerated overnight

Party Day

- Pick up cake, ice and balloons
- Decorate outdoor areas
- Tie some balloons to the mailbox or front porch
- Set up party games
- Prepare all food
- Check bathrooms for toilet paper, soap & towels
- Relax, smile & have fun!