

Birthday Party Planning Checklist

1-2 Months Before the Party

- Discuss the Party with Your Kid
- Decide on Guests
- Choose a Date
- Line up potential Entertainment

4 Weeks Before the Party

- Send Invitations
- Make a Schedule of Party Activities
- Create a Master Supply List

Possible Supplies could include:

- Game and craft essentials
- Music
- Sports equipment
- Portable tables for food or presents
- Folding chairs for extra guests
- Decorations (balloons, streamers)
- Coolers and serving dishes
- Tablecloths, plates, cups, and utensils

- Purchase Party Favors

3 Weeks Before the Party

- Plan the Menu
- Make a Grocery List
- Ask for Help (friends, family, neighbors)

1 Week Before the Party

- Deep Clean the House
- Finalize Guest Count
- Determine a Cooking Schedule
- Order the Cake
- Source Missing Supplies

3 Days Before the Party

- Find a Spot for Coats & Bags
- Go Grocery Shopping
- Prepare any Cameras
- Assemble Party Favors

1 Day Before the Party

- Tidy up the Yard
- Organize/Rearrange Furniture
- Decorate
- Finish Food Prep
- Finalize Cleaning

Day of the Party

- Finalize Cooking
- Pick up Ordered Items
- Display Food
- Begin Activities
- Serve Cake
- Open Gifts (Optional)
- Hand out Party Favors