

LET'S PARTY!

BIRTHDAY PARTY PLANNING CHECKLIST

ONE MONTH BEFORE

- Choose your party theme
- Prepare your guest list.
- Set a date for the party.
- Line up entertainment and reserve venue.
- Prepare invitations.
- Make a schedule of activities.

THREE WEEKS BEFORE

- Mail or email invitations.
- Plan the menu.
- Purchase party favors & goody bags.
- Make a grocery list.
- Arrange for extra help if needed.
- If ordering a cake, place your order.

ONE WEEK BEFORE

- Purchase any additional party supplies.
- Call guests that haven't responded.

THREE DAYS BEFORE

- Purchase food.
- Purchase batteries for camera.
- Charge video camera.
- Assemble party favors & good bags.

ONE TO TWO DAYS BEFORE

- Bake cake or pick up preordered cake.
- Confirm any additional help.
- Decorate home or gather décor for venue.
- Prepare make-ahead food.

ONE WEEK AFTER

- Send thank you notes.

PARTY SUPPLY LIST

- Decorations (streamers, balloons, etc.)
- Activities and craft essentials
- Music
- Folding table for food and presents
- Coolers and serving trays
- Plates, cups, and other utensils

NOTES
