

# Birthday Party Checklist

## 8 weeks before

- ☐ Begin considering themes and locations.
- ☐ Compile preliminary guest list.

## 7 weeks before

- ☐ Finalize theme and location.
- ☐ Reserve any rentals you may need (extra chairs, tables, etc.).
- ☐ Lock in party date and finalize guest list.
- ☐ Send invitations.
- ☐ Begin gathering inspiration and researching food, activities, and décor.
- ☐ Book performers (if applicable).

## 4 weeks before

- ☐ Begin compiling music playlist if applicable.
- ☐ Plan menu and shopping list.
- ☐ Order cake/cupcakes.
- ☐ Review tableware and assess needs.

## 3 weeks before

- ☐ Purchase/order decorations, party supplies, favors, and gift bags.
- ☐ Buy non-perishable menu items.
- ☐ Select, borrow, or buy serveware (cake stands, baskets, etc.).

## 2 weeks before

- ☐ Begin compiling food-shopping list.
- ☐ Choose party outfits.
- ☐ Create schedule for activities/entertainment.
- ☐ Create, buy, or borrow any additional risers and props for food table.
- ☐ Personalize and print out Printables for favors, food labels, signage.

# Checklist Continued...

## 1 week before

- ☐ Clean party serveware.
- ☐ Create timeline for food assembly.
- ☐ Plan tablescapes for dining and food display.
- ☐ Finalize RSVPs.

## 2 days before

- ☐ Purchase any last-minute party supplies and equipment.
- ☐ Organize and stage activity set-up(s).
- ☐ Confirm services with any entertainers.
- ☐ Charge camera.

## 1 day before

- ☐ Buy last-minute perishable items, including ice.
- ☐ Set tables and arrange displays.
- ☐ Set up any large supplies and non-perishable decorations.
- ☐ Chill drinks.
- ☐ Pick up flowers and arrange if applicable.
- ☐ Print out gift tracker.
- ☐ Practice polite "thank-yous" with birthday boy/girl.

## the Big day!!

- ☐ Inflate and arrange balloons early in the morning.
- ☐ Set up flower arrangements and other last-minute decorations.
- ☐ Finesse final set-up.
- ☐ Turn on the music and party lights.

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## Notes

Event: \_\_\_\_\_ Event date: \_\_\_\_\_

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