



Birthday Party Checklist



3 WEEKS BEFORE

- Send invitations
- Plan games and activities
- Organise equipment for games
- Purchase prizes
- Plan party menu and create grocery list
- Plan party décor and create shopping list



1 WEEK BEFORE

- Buy balloons
- Buy plates, cups, cutlery, napkins, straws, candles and table cloth
- Buy party decorations
- Choose outfit for birthday child
- Follow up on RSVPs
- Purchase non-perishable food items
- Assemble party favours
- Prepare a music playlist for the party



DAY OF THE PARTY

- Pick up the cake if ordered
- Prepare food
- Set up food table
- Set up table for presents and party favours
- Complete decorating
- Keep cash in hand for parking or any other tips



1 MONTH BEFORE

- Choose party theme
- Set a budget
- Pick a date and time
- Book the venue (if not at home)
- Book entertainment
- Book photographer (optional)
- Create a guest list
- Write invitations



2 WEEKS BEFORE

- Order cake or choose cake to make
- Buy party favours



3 DAYS BEFORE

- Purchase food
- Call entertainer and venue to confirm



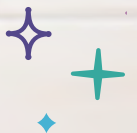
2 DAYS BEFORE

- Bake cake if making yourself



1 DAY BEFORE

- Charge camera battery
- Empty camera's memory card
- Decorate cake or collect pre-ordered cake
- Prepare all decorations and everything that needs to be transported
- Prepare any food that can be prepared the day before



AFTER THE PARTY

- Send out thank you cards

making magical memories

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