

# 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 & goody bags.

### ONE TO TWO DAYS BEFORE

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

### ONE WEEK AFTER

- Send thank you notes.

### PARTY SUPPLY LIST

- Decorations (streamers, balloons, etc.)
- Activities & craft essentials
- Music
- Folding tables for food & presents
- Coolers & serving trays
- Plates, cups, and other utensils
- Nestle Toll House Birthday Sugar Cookies

### NOTES

---

---

---