



# Linda Kaye's Birthday Party Checklist

- 6 WEEKS BEFORE**
- Select Party Date & Time
  - Select Party Location
  - Create Guest List
  - Choose Party Theme
  - Plan Activities & Book Entertainment

- DAY BEFORE**
- Make Name Tags
  - Confirm Orders & Delivery Times
  - Lay Out Party Clothes
  - Make or Pick Up Cake

- 4 WEEKS BEFORE**
- Print or Purchase Invitations & Decorations
  - Send Invitations

- PARTY DAY**
- Set Up Tables & Decorations
  - Arrange Adult Refreshments
  - Bring Cake to Room Temperature
  - Check Temperature of Party Space (It should feel cool.)
  - Get Favors Ready
  - Place Balloons at Entryway
  - Decide Where Coats & Presents Go
  - Keep First-Aid Kit Handy

- 2 WEEKS BEFORE**
- Print or Purchase Goody Bags & Party Favors
  - Choose a Birthday Cake
  - Secure Help From Friends & Family
  - Order Rentals

- PARTY-TIME!**
- Turn on Music
  - Have Fun!

- 1 WEEK BEFORE**
- Plan Party Refreshments/ Food
  - Check Camera Batteries, Memory Cards, & Film
  - Check First-Aid Kit
  - Select Party Music
  - Assemble Favors