



# BIRTHDAY PARTY CHECKLIST

## Months Before the Party:

- Plan out the type of party you want to have
- Make a guest list
- Decide on the invitations you want to send
- Choose a date
- Make a list of party favors you'll need and order them (goodie bag/party favor supplies included!)
- Plan the menu/grocery list or order from your favorite restaurant

## Few Weeks- 1 Month Before:

- Send out the invitations
- Enlist the help of friends (trusted adults who can help supervise the party)

## Few days-1 week in Advance:

- Create a pre-party plan which can span up to a few days ahead (when do you want to cook/bake and clean)
- Get a final head-count based on your RSVPs

- Order/buy balloons/decorations/ thank you cards and decorate!
- Plan out the final party sequence (snacks, craft, lunch, activity, cake? You be the judge!)
- Buy the groceries and cook/prep everything you can in advance
- Make the goodie bags

## Day Of:

- Last-minute cooking
- Display food
- Set up crafts/activities
- Create a list of gifts and who gave them for thank you's

**Party!**

## After:

- Help your child write and send out thank you notes