



KIDS' BIRTHDAY

PARTY CHECKLIST

3 MONTHS BEFORE

- Choose your party theme. If you need ideas, check out this page of popular themes: http://catchmyparty.com/inspirations_and_themes
- Set your party date and time
- Decide on a budget
- Create your guest list
- If you are not having the party at your house, book the space
- If you are hiring entertainment (performer, face painter, bounce house, etc.), do it now
- If you are hiring a photographer, do it now
- If you are ordering paper invitations and/or party printables, order them now

6 WEEKS BEFORE

- Plan your menu and your party decor

4 WEEKS BEFORE

- If you are ordering food (pizza, sandwiches, cake, etc.), order it now
- If you are renting tables and chairs or other equipment, rent them now

3 WEEKS BEFORE

- Send out invitations
- See what party decor items and kitchen items you have on hand, buy or borrow extras as needed
- Decide what games you're going to have the kids play and buy any necessary supplies

