

#### 4 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 Entrance
- Decide Where Coats & Presents Go
- Keep First-Aid Kit Handy

#### 3 WEEKS BEFORE

- Print or Purchase Coats Bags & Party Favors
- Choose a Birthday Cake
- Secure Help from Friends & Family
- Order Rentals

#### 1 WEEK BEFORE

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

#### PARTY-DAY!

- Turn on Music
- Have Fun!

[www.partymakers.com](http://www.partymakers.com)