



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