

KID'S BIRTHDAY PARTY CHECKLIST

One Month Before

- Choose your party theme
- Prepare the guest list
- Set a party date
- Reserve venue
- Prepare Invitations
- Plan the party games

Three Weeks Before

- Mail, email or handout invitations
- Plan the menu
- Purchase party favours
- Purchase party supplies
- Write out grocery list
- Order cake (optional)

One Week Before

- Call guests that haven't replied
- Purchase additional party supplies

Three Days Before

- Purchase food and drink
- Prepare party favours & games
- Charge the photo & video cameras

One to Two Days Before

- Bake cake or pick up preordered cake
- Decorate home or venue
- Prepare food

One Week After

- Send thank you notes (optional)

Party Supply List

- Decorations (streamers, balloons etc)
- Disposable plates, cutlery & napkins
- Activities & craft essentials
- Kids music
- Serving trays & drink coolers

NOTES _____

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