



KIDS' BIRTHDAY

PARTY CHECKLIST

1 WEEK BEFORE

- Purchase all non-perishable food and drinks
- If you are making your cake, bake it and freeze it, without frosting it
- Stock goodie bags
- Confirm with your cake designer, caterer, entertainer, rental company, photographer, etc.
- Write out your schedule of activities and games for the party
- Contact non-RSVPed guests to get a headcount

3 DAYS BEFORE

- If you're having a dessert table, do a test run. Set it up without desserts so you know what it will look like

2 DAYS BEFORE

- Purchase perishable foods
- Clean your house, make sure you have clean towels and enough toilet paper
- Check to make sure your camera is ready to go

1 DAY BEFORE

- Prepare food for the party that can be refrigerated
- Defrost cake
- Refrigerate drinks
- Hang party decorations
- Get games and activities set up

DAY OF PARTY

- Prepare any last minute food (5 hours before)
- Set up dessert table (5 hours before)
- Buy ice and balloons (5 hours before)
- Frost homemade cake or pick up cake (4 hours before)
- Set up food table (4 hours before)
- Put up last minute decorations and put out last minute activities and games (3 hours before)
- Reheat any food that needs heating (1 hour before)
- Toss salad (20 minutes before)

CONGRATULATIONS, YOU DID IT! ENJOY YOUR CHILD'S BIRTHDAY!

