

## BIRTHDAY PARTY CHECKLIST

Planning a birthday party can be quite a fun experience that is also a lot of work since the more you do a successful birthday party, the less possible birthday party checklist can help you stay organized throughout the planning process.

### BIRTHDAY PARTY CHECKLIST - 1 TO 2 MONTHS IN ADVANCE

- What type of theme does your child want for his or her birthday party? Read this [checklist](#) from an expert [party planner](#) along with fun ideas for cakes, games, activities, food and more tips.
- Make a list of people you'd like to invite. It's important to have your child help with this step as well so that you don't miss anyone. After counting the number of guests, also consider which guests will be bringing their kids off of the party and which ones will be bringing for the duration of the party.
- When will the party be held? Be sure to consider the date, the start time and the end time. If there are any essential guests, you may need to check their availability before you finalize the party date & time.
- Where will you host the party? There are some fun ideas for [birthday party locations](#). When looking a location, you'll need to consider any restrictions the location has such as how many people they can accommodate, any restrictions on the date & time you want to host the party, any restrictions on bringing in your own food or drinks, any restrictions on decorations, etc.
- Book the party location and pay any required deposits.
- Create or order your invitations far enough in advance that you'll have time to mail them at least 1 month before the party date. On the invitations, be sure to include the child's name (the last name should be either included with the parent's name in the main section or on the return address label), date, start time, and time, location, your contact information (and where you need responses to), any special dress requirements for the activities (such as an outdoor playground, swimming pool for a water party, etc.)
- Mail your invitations at least 2 months in advance. When the RSVP's start coming in, be sure to ask parents if there are any dietary restrictions or allergies you should be aware of.
- Start thinking about what decorations you'll include in the birthday party. On your birthday party checklist, make note of all the supplies you'll need for the party. Which ones do you have and which ones do you need to purchase? After making your list of supplies, consider the following: how will I decorate the party? Do I need help creating to hang anything? What will the food be served on? What plates and glasses will guests use? What about napkins? How will the good things be decorated? How will the table be decorated? Where will people sit? Do you need to order tables and chairs? What type of seating will you use on the table?
- If any supplies need to be ordered, be sure you give yourself enough time for shipping. If some decorations have to be booked in advance (like balloons) but not picked up until the party date, order them and then make a note on your calendar of when to pick them up and who will be responsible for that.
- Start thinking about your party favors. Will you need to order any of your supplies in advance? Add any party favor items to your supplies list.
- What games will the guests play? You'll want to start planning out the games and making a list of the required supplies. What will you give as prizes for the games?
- What food will you serve at the party? Does anything need to be ordered in advance? Make a list of the food you'd like to serve at the party. You could even start adding your guests to your birthday party checklist supplies list.
- What will you need for drinks? Will you be making your own or ordering it? If ordering it, do you need to drop off any special supplies to the bakery ahead of time? Who will the table be used to pick up? Make this on your calendar along with the names of who will be responsible for doing this. Book your table to confirm your order.
- In your birthday party checklist supplies list, be sure to also include items like a camera and batteries.

### Birthday Party Checklist - 2 Weeks In Advance:

- Go through your birthday party checklist supplies list and purchase any items that are still outstanding.

### Birthday Party Checklist - 10 Days In Advance:

- If hosting the party at your home, you'll want to start doing the cleaning now.
- Look at your birthday party checklist supplies list and make sure you've purchased everything on the list. Did you include your address as well? Yes, you'll want to start adding your table.

### Birthday Party Checklist - One Before:

- Pick up any items requiring extra cleaning.
- Think about where guests will leave their coats and shoes.
- Make sure food is advanced as you can.
- If anyone is assigned to pick up items for the party, call them for a reminder.
- Get your decorating, set up or event designed, brought, set out or even table for the first time for the party items.
- Start setting up activities for the party.
- Set out an area designated for cash and receipts.
- Check your birthday party checklist supplies list one more time to make sure you have everything you need.

### Birthday Party Checklist - Party Day:

- Avoid the reminder of the decorating and cooking.
- Pick up any items like decorations or table that are scheduled to pick up today.
- Welcome the guests and help them put away their coats and shoes.
- Check off of the guests who, start playing games and games. Start by introducing all of the kids so that everyone knows each other and no one feels left out.
- Serve food.
- Serve cake and sing Happy Birthday.
- Open gifts.
- Say thank you!
- Give everyone a goodie bag & thank them for coming to the party the party.
- Clean up after the party guests have left.

### Birthday Party Checklist - Days After the Party:

- Have your child help process thank you cards to send to all of the guests.