



# KIDS' BIRTHDAY

## 3 MONTHS BEFORE

- Choose your party theme. If you need ideas, check out this page of popular themes: [http://catchmyparty.com/inspirations\\_and\\_themes](http://catchmyparty.com/inspirations_and_themes)
- Set your party date and time
- Decide on a budget
- Create your guest list
- If you are not having the party at your house, book the space
- If you are hiring entertainment (performer, face painter, bounce house, etc.), do it now
- If you are hiring a photographer, do it now
- If you are ordering paper invitations and/or party printables, order them now

## 6 WEEKS BEFORE

- Plan your menu and your party decor

## 4 WEEKS BEFORE

- If you are ordering food (pizza, sandwiches, cake, etc.), order it now
- If you are renting tables and chairs or other equipment, rent them now

## 3 WEEKS BEFORE

- Send out invitations
- See what party decor items and kitchen items you have on hand, buy or borrow extras as needed
- Decide what games you're going to have the kids play and buy any necessary supplies
- Order goodie bags and items you'll need for stocking
- Order HP Printer Ink to make sure you have enough for printing out your party printables

## 2 WEEKS BEFORE

- Start printing and assembling your party printables. If you need free printables, head here: <http://catchmyparty.com/printables>
- Planning to have a photo booth and need free printable photo booth props? <http://blog.catchmyparty.com/2011/03/08/free-photo-booth-prop-printables-from-the-paper-dolls-shoppe>

# PARTY CHECKLIST

