

BIRTHDAY PARTY CHECKLIST/SCHEDULE

<i>DATE</i>	
<i>TIME</i>	
<i>LOCATION</i>	

6 WEEKS BEFORE

- Set party date and time
- Book and secure venue
- Choose a party theme with your child
- Hire photographer, if necessary

4 WEEKS BEFORE

- Figure out who is going to be invited
- Reserve the party entertainment
- Create invitations
- Plan a menu
- Determine games and activities to match your party theme

3 WEEKS BEFORE

- Mail/email invitations
- Plan + Preorder the menu
 - Pizza
 - Cake - delivered to house the day before
 - Mini donuts + Mini cakes
 - Snacks
 - Drinks
- Purchase all party supplies
 - Decorations
 - Paper plates (appetizer, main, dessert)
 - Cups
 - Utensils
 - Napkins
 - Linens
 - Candles/matches
 - Serving dishes/platters
- Purchase all loot bag items

1-2 WEEKS BEFORE

- Create/pack loot bags
- Create a party flow schedule of how the day is going to go
- Create music playlist
- Send follow up invitations to those who have not yet RSVP'd

3 DAYS BEFORE

- Purchase food and beverages that have not been pre-ordered
- Call entertainment to confirm expectations

1 DAY BEFORE

- Make sure cake is delivered
- Decorate/Gather decorations for the venue
- Prepare make-ahead food, if necessary
- Get ice + coolers, if necessary
- Pack the car
 - Party supplies
 - Party decor
 - Loot bags
 - Knife
 - Spatula
 - Ice + Coolers
 - Cake (on the day of)
- Get cash for tips

1 WEEK AFTER

- Send thank you cards!