



# Birthday Party Checklist

Follow these steps to reduce stress , bring peace and make your child's special day more enjoyable for everyone!.

**3 Months Before Party**

*START NOW!* →

Pick Theme

Choose Date

Book Facility (if needed)

Book Entertainment (if needed)

Other \_\_\_\_\_

**6 Weeks Before Party**

Make Invitation List

Create Invitations

Plan Activities/Food

Order Accessories

Rent Supplies (if needed)

Other \_\_\_\_\_

**2-3 Weeks Before Party**

Send Invitations

Order Cake/Food

Make Supply List

Other \_\_\_\_\_



**1 Week Before Party**

Send Reminders

Ask Friends to Help

Buy Everything on Supply List

Assemble Party Bags

Other \_\_\_\_\_

**3 Days Before Party**

*THESE SAVE LAST MINUTE STRESS!*

Order Balloons

Prepare Games

Buy Drinks/Water

Locate Cooler

Grab Lawn Size Garbage Bags

Other \_\_\_\_\_

**1 Day Before Party**

Pick up Cake/Candles

Buy Ice

Decorate (if in your home)

Charge Camera/Clear Memory Card

Ask Friends to Bring Cameras *★*

Pin/Paper for Proper Present Credit

Other \_\_\_\_\_

**Day of the Party**

Pick up Balloons

Fill Cooler

Decorate (if at a facility)

Prepare Table for Gifts

Put Out Food

Give Out Goodie Bags

Get Help for Clean Up (kids!)

Other \_\_\_\_\_

**24 Hours After the Party**

Send Thank You Notes

Return Anything Borrowed/Rented

*DON'T LET THIS LINGER!* →