

Birthday Party Checklist

Name of event: _____

1-2 Months Before

- Decide on a theme (i.e Animal, Fairy tale, Action)
- Choose a date, time, and location (Reserve venue)
- Make a guest list (Ask for class list from teacher)
- Plan food + dessert (Kid-friendly, allergen-aware)
- Set a budget (Consider drinks, games and/or decor)

3 Weeks Before

- Send invitations (Digital or mailed)
- Finalize games or entertainment
- Book vendors, if needed (i.e magician, bounce house)
- Order decorations or supplies for DIY decor

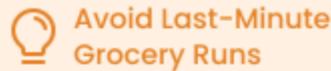
2 Weeks Before

- Decide on menu items to order vs. prepare
- Create a shopping list (food, drinks, decor, supplies)
- Order a custom cake from a nearby store
- Buy birthday gift + party favors for goody bags

1 Week Before

- Confirm guest RSVPs
- Place catering or bakery orders (min 48 hrs ahead)
- Create a schedule (games, food, cake, wind-down)
- Start preparing DIY decor, activities, and favors

Planning-Tip



To reduce last-minute stress, buy ingredients, food, drinks, and other necessary groceries a few days before your child's birthday party instead of the day before. This ensures you have everything you need well in advance.

2-3 Days Before

- Do a grocery run and confirm deliveries
- Assemble Party Favors
- Bake or prep any homemade treats
- Create a few fun playlists to set the vibe

1 Day Before

- Get balloons (order, pick up, or blow up at home)
- Bake cake or pick up pre-ordered cake
- Decorate and arrange activities and games
- Charge devices, toys, games (and check batteries)

Party Day!

- Set up early (tie balloons outside to find the party)
- Greet guests and direct them to activities
- Take lots of photos and videos
- Organize gift opening (track for thank you notes)
- Wrap up with goody bags

LOOKING FOR PARTY INSPIRATION?



SHOP WITH US!