

# Birthday Party Planning Checklist



To help you plan the party, we have compiled this comprehensive checklist that will empower you to organise the best birthday party ever! This checklist will help to keep you on task and make sure you don't miss any detail, saving you time and money. Print them out.

**Chosen Birthday Party Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

## GETTING STARTED: 6 To 8 Weeks Before the Party

- \_\_\_ Choose a Party Theme (let your child decide!)
- \_\_\_ Create a guest list
- \_\_\_ Create a party budget
- \_\_\_ Choose a [VENUE](#) (e.g. home, party room, café, restaurant)

\_\_\_ Choose a [FOOD CATERER](#)

- \_\_\_ Book entertainment
  - [MAGICIAN](#)
  - [BALLOON SCULPTOR](#)
  - [BOUNCY CASTLES](#)
  - [FACE/BODY PAINTING](#)
  - [MASCOT RENTAL](#)
- \_\_\_ Book [PHOTOBOOTH](#), [PHOTOGRAPHER](#) and/or [VIDEOGRAPHER](#)

\_\_\_ Pick out and order invitations (or opt for e-invitations)



## 3 to 4 Weeks Before

- \_\_\_ Plan menu and create shopping list
- \_\_\_ Order [BIRTHDAY CAKE](#)



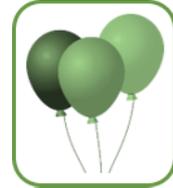
### Resources from KidiParty

For more tips and resources, check out our website and Facebook page:

[www.KidiParty.com](http://www.KidiParty.com) | [www.fb.com/KidiParty](https://www.fb.com/KidiParty)



\_\_\_ Order decorations and party supplies (e.g. [BALLOONS](#), [DECORATION SUPPLIES](#), [TABLEWARE](#))



\_\_\_ Pick out and order [GOODY BAGS](#)



\_\_\_ Order linens and other party rentals such as chairs and tables  
\_\_\_ Order flowers if using (for tables, cake table, bathroom)  
\_\_\_ Send out invitations

### 2 to 3 Weeks Before

\_\_\_ Create timeline for day of party  
\_\_\_ Decide on age-appropriate party games and activities (ensure prizes for each game)  
\_\_\_ Collect RSVPs, check off against master list, and check for any dietary preferences / food allergies

### 1 Week Before

\_\_\_ Do any heavy cleaning  
\_\_\_ Buy non-perishable food & beverages  
\_\_\_ Send reminders and call guests who have not responded  
\_\_\_ Select party music

### 2 Days Before

\_\_\_ Confirm entertainment, rentals, etc.  
\_\_\_ Put together and arrange party favours/goodie bags  
\_\_\_ Make extra space in the refrigerator for party food

### Day Before

\_\_\_ Clean party area (put away any items/valuables) – ensure a child-safe environment  
\_\_\_ Put up/together any time intensive party decorations  
\_\_\_ Clean bathrooms  
\_\_\_ Check batteries in camera  
\_\_\_ Prepare any party food that will keep well  
\_\_\_ Make sure you have birthday candles and matches for the cake

### The Day of the Party!!!

\_\_\_ Pick up cake, ice, balloons  
\_\_\_ Finish decorating party area  
\_\_\_ Fill piñata and unpack/set up for party games  
\_\_\_ Prepare perishable food  
\_\_\_ Gather serving pieces  
\_\_\_ Get birthday boy/girl dressed for the party

Welcome your guests, mingle and have fun!

### Post Party

\_\_\_ Clean up party area  
\_\_\_ Write and send Thank You notes to your guests  
\_\_\_ Rest and reminisce



## Resources from KidiParty

For more tips and resources, check out our website and Facebook page:

[www.KidiParty.com](http://www.KidiParty.com) | [www.fb.com/KidiParty](https://www.fb.com/KidiParty)

