



BIRTHDAY PARTY PLANNING CHECKLIST

Preparations

- o Decide on a budget
- o Choose a theme
- o Choose a location: Will the party be at your house or do you need to secure a venue?
- o Create a guest list
- o Send invitations with an RSVP
- o Create a menu: Are you following a theme, choosing specific dishes, or having your event catered?
- o Birthday cake: Will you make your own or order one?
- o Are you creating party favors or goody bags? If so, determine what is needed and fill ahead of time
- o Entertainment: Will you need to rent a bouncy house, hire an entertainer, etc.?
- o Decide if you be using disposable plates, cups, cutlery, napkins, etc., or reusable ones
- o Shop for any items needed
- o Clean your space

The Day of

- o Place clean hand towels in the restroom and kitchen
- o Make sure soap and toilet paper are well stocked in restroom
- o Put away any clutter, such as mail, laundry, magazines, toys, etc.
- o Decorate
- o Create a space for gifts
- o Set the table
- o Arrange extra chairs if needed
- o Set out all serving dishes, utensils, or anything else needed to cook or serve food
- o Prepare most food ahead of time, if possible
- o Wear an apron to keep your outfit clean
- o Ready pitchers of iced water, iced tea, lemonade, Kool-aid, etc.

Items to Shop for

- o Gifts
- o Wrapping paper/bows/gift bags
- o Invitations
- o Groceries
- o Cake supplies
- o Birthday candles
- o Beverages
- o Decorations – table coverings, balloons, banners, streamers, etc.
- o Take home containers for leftovers or cake

Don't Forget

- o Create a list of gifts for thank you notes
- o Send thank you notes
- o Camera/memory card
- o Video camera
- o Batteries for gifts or camera

Have fun!