Kid’s Birthday Party Checklist



6 Weeks Ahead

- [ ] Create a party budget
- [ ] Pick a theme
- [ ] Make the guest list (first, brush up on birthday party etiquette)
- [ ] Reserve your venue (check out these venue ideas)
- [ ] Settle on a date

4 Weeks Ahead

- [ ] Ask for a class list (if you’re inviting schoolmates)
- [ ] Send invitations (idea: use online invitations)
- [ ] Order the cake (if you’re buying the cake)
- [ ] Order the piñata (especially if it’s a custom design)
- [ ] Plan the menu (check out these kid-pleasing menus)
- [ ] Brainstorm party games & activities
- [ ] Book the party planner, if you’re having one
- [ ] Book the caterer, if you’re having one
- [ ] Book the entertainer, if you’re having one

3 Weeks Ahead

- [ ] Buy party supplies: Balloons Party hats (Skip the noise-makers. Trust me.), Tablecloths Napkins, cups, plates & cutlery, Centerpieces (if you're feeling fancy)
- [ ] Order piñata stuffers and/or party favors
- [ ] Ask friends, family and babysitters if they'll be available to lend an extra hand.

2 Weeks Ahead

- [ ] Pull together your regular party supplies: Drink dispensers Platters, Serving bowls, Serving tongs, spoons, forks, etc. Ice cream scoops, Extra tables & chairs (we keep a couple of fold-flat kids picnic tables in the attic)
- [ ] Rent, borrow or buy party supplies you can't find
- [ ] Outline the party flow schedule. (A planner notebook can help with this bit.) ((But don't get overly attached. The day will not go exactly as planned.))
- [ ] Call families who have not yet RSVP'ed
- [ ] Confirm reservations: Party planner, Venue, Caterer, Entertainer, Childcare/Birthday Helper

3 Days Ahead

- [ ] Make a grocery list
- [ ] Go grocery shopping
- [ ] Charge your camera/videocamera battery (don't forget the backup battery)
- [ ] Assemble party favors
- [ ] Organize party supplies
- [ ] Pick up the piñata

1-2 Days Ahead

- [ ] Bake the cake, or pick up the pro cake
- [ ] Do a quick-clean of the house and backyard
- [ ] Decorate
- [ ] Prepare as much food & drink as you can
- [ ] Make up the party favors/goody bags
- [ ] Stuff the piñata
- [ ] Wrap the birthday gift
- [ ] Put the birthday boy or girl to bed early

Day of:

- [ ] Finish last-minute cooking
- [ ] Do a last-minute clean
- [ ] Set up the tables
- [ ] Finish decorating
- [ ] Relax (A mimosa is totally morning-of appropriate. Just saying. And while you drink it, read this. You'll laugh and then you'll feel better.)
- [ ] Make a list of the gifts

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