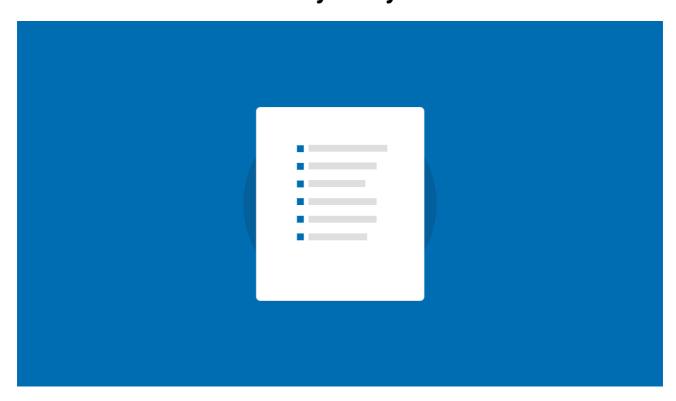
Kid's Birthday Party Checklist



6 Weeks Ahead

oreate a party badget
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 feel better.)	you drink it, read this. You'll laugh and then you'll
Make a list of the gifts	Make and Share Free Checklists
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