

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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