Complete Kids' Birthday Party Checklist

Need a party planner for your child's birthday? Whether you start 4 months before the big day, throw it together in 2 weeks, here is a list of things to do to throw a successful birthday party.



SIX WEEKS BEFORE

- [ ] Choose a theme with your child
- [ ] Determine the guest list
- [ ] Reserve your party venue or hire a party entertainer

FOUR WEEKS BEFORE

- [ ] Prepare your invitations
- [ ] Ask for an updated class list from your child's teacher
- [ ] Determine games, activities and menu to match your party theme
- [ ] If ordering a cake, place your order

THREE WEEKS BEFORE

- [ ] Mail invitations
- [ ] Purchase party supplies, especially if ordering on-line
- [ ] Arrange for extra help, if necessary

ONE OR TWO WEEKS BEFORE

- [ ] Create a party flow schedule
- [ ] Purchase more party supplies as needed
- [ ] Call families who have not yet responded to your invitation

THREE DAYS BEFORE

- [ ] Purchase food
- [ ] Purchase batteries for camera
- [ ] Charge video camera
- [ ] Call entertainer to confirm appearance and expectations
- [ ] Call party venue to confirm all details
- [ ] Assemble party favors

ONE OR TWO DAYS BEFORE

- [ ] Bake cake or pick up pre-ordered cake
- [ ] Confirm help if using extra help
- [ ] Decorate home or gather decorations for party venue
- [ ] Prepare make-ahead food

ONE WEEK AFTER

- [ ] Send thank you notes!

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