

# 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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