Birthday party checklist

Planning birthday parties can get chaotic, especially when you have to remember and follow up on many things. Use this checklist to make sure you're prepared to enjoy the big day!



4 weeks ahead

- [ ] Select date and time
- [ ] Make a guest list
- [ ] Make list of phone numbers
- [ ] Select party location (home/outdoor)
- [ ] Decide the party theme
- [ ] Set a budget
- [ ] Book outdoor venue if required

3 weeks ahead

- [ ] Make and deliver invitations
- [ ] Plan your baby's outfit (if theme party)
- [ ] Have a basic party menu ready
- [ ] Choose a caterer
- [ ] Choose a birthday cake
- [ ] Plan for return gifts and decorations
- [ ] Decide on 2 or 3 party games

- [ ] Apply for leave if you are working

2 weeks ahead

- [ ] Shop for return gifts
- [ ] Shop for other birthday resources
- [ ] Enlist help of family or friend
- [ ] Book birthday cake
- [ ] Confirm pick-up date/time with bakery
- [ ] Book extra furniture if party is at home
- [ ] Book swings and bouncy castles
- [ ] Book entertainment/ tattoo artist
- [ ] Buy prizes for the party games

1 week ahead

- [ ] Get final head count
- [ ] Confirm booking with venue/caterer
- [ ] Start packing return gifts and label them
- [ ] Keep gifts in a separate sealed bag
- [ ] Check camcorder, digital recorder and memory stick
- [ ] Check camera and memory card
- [ ] Prepare a first aid kit
- [ ] Do a surprise check at the party venue
- [ ] Shop for your baby's birthday outfit
- [ ] Shop for your baby's present
- [ ] Check venue/home is baby-proofed
- [ ] Pick appropriate party music

One day ahead

- [ ] Check candles, cake knife and matches
- [ ] Choose your outfit and accessories
- [ ] Keep older sibling's clothes ready
- [ ] Recheck guest list

- [ ] Reconfirm your help will be present
- [ ] Keep your baby's outfit and shoes ready
- [ ] Pack your baby's birthday present
- [ ] Sleep on time

On the special day

- [ ] Start early if visiting a temple/orphanage
- [ ] Start preparing food and refreshments
- [ ] Set the table and decorations
- [ ] Set a separate place for presents
- [ ] Have the cake picked up
- [ ] Keep cameras and candles ready
- [ ] Keep first-aid kit in a secure place
- [ ] Keep phone lists handy
- [ ] Try to take a short nap before the party

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