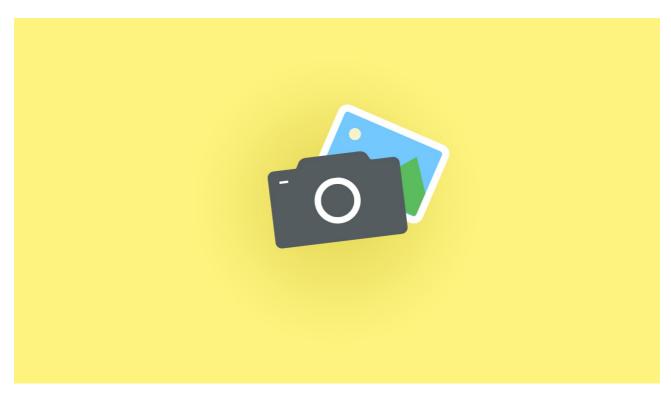
## **Kids' Birthday Party Checklist**

Party Plan Checklist Template New Free Printable Kids Party Planning Checklist



## 1 week before Purchase all non-perishable food and drinks If you are making your cake. Bake it and freeze it. Without frosting it Stock goodie bags Confirm with cake designer. Caterer, entertainer, rental, company, photographer etc. Write out your schedule of activities and games for the party Contact non-RSVped guests to get a headcount 3 days before If you're having a dessert table, do a test run. Set it up without desserts so you Know what it will look like 2 days before Purchase perishable foods Clean your house, make sure you have enough toilet paper

## 1 day before

Check to make sure your camera is ready to go

Prepare food for the party that can refrigerated
Defrost cake
Refrigerate drinks
Hang party decorations
Get games and activities set up
Day of party
Prepare any last minute food (5 hours before)
Set up dessert table (s hours before)
Buy ice and balloons (5 hours before)
Frost homemade cake or pick up cake (4 hours before)
Set up food table (4 hours before)
Put up last minute decorations and put out last minute activities and games (3 before)
Reheat any food that needs heating (1 hour before)
Toss salad (20 before)  Make and Share Free Checklists  checkli.com