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
- [ ] Check to make sure your camera is ready to go

1 day before

- [ ] 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)

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