

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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