



# BIRTHDAY PARTY CHECKLIST



## At least a month before

- Choose a date when your child's best friends can attend
- Pick a theme
- Book a party venue or plan to host at home
- Consider whether or not your party will include a meal
- Book entertainment or a themed character
- Ask a friend to take photos or hire a photographer
- Order hard-to-find items for activities, décor and goody bags
- Create a timeline for the party
- Order paper invitations or save money and time with an online sign up invitation

## Two weeks before

- Plan your party menu
- Order cake or dessert items
- Buy decorations from a local party store
- Arrange for a family member or babysitter to help with younger kids

## One week before

- Pick up non-perishable food and goody bag items
- Borrow extra tables and chairs if needed
- Check to make sure you have candles and matches or a working lighter
- Follow up with invitees who haven't replied
- Confirm with entertainers, the venue or others involved with the party

## Four to five days before

- Fill and label goody bags
- Put together a music playlist
- Buy drinks and snacks for parents who decide to stay
- Take inventory of serving utensils
- Make sure you have items needed for party games
- Make a plan for food preparation and set up on party day

## One to two days before

- Buy remaining groceries
- Make food items that can be prepared in advance
- Pick up or bake the birthday cake
- Clean up the party areas if hosting at home
- Stock up on paper towels and toilet paper
- Put up your indoor decorations
- Pick up ice if you have room to store in the freezer
- If hosting at a venue, pack the car with non-perishable food and party items

## Party day

- If you forget any essential items, ask a friend or family member to pick up on the way
- Pick up helium-filled balloons before the party
- Put pets away in a safe spot
- Bring large trash bags for carrying gifts if the party is at a venue
- Arrange the food and drink area
- Have pen and paper or a smart phone ready to jot down the gifts and givers

## After the party

- Write thank you notes
- Make a keepsake photo book for your child



SignUpGenius provides free online sign up sheets that make it easy to organize birthday parties, potlucks and events.

