Birthday Party Checklist

8 weeks before
- Begin considering themes and locations.
- Compile preliminary guest list.

7 weeks before
- Finalize theme and location.
- Reserve any rentals you may need (extra chairs, tables, etc.).
- Lock in party date and finalize guest list.
- Send invitations.
- Begin gathering inspiration and researching food, activities, and décor.
- Book performers (if applicable).

4 weeks before
- Begin compiling music playlist if applicable.
- Plan menu and shopping list.
- Order cake/cupcakes.
- Review tableware and assess needs.

3 weeks before
- Purchase/order decorations, party supplies, favors, and gift bags.
- Buy non-perishable menu items.
- Select, borrow, or buy serveware (cake stands, baskets, etc.).

2 weeks before
- Begin compiling food-shopping list.
- Choose party outfits.
- Create schedule for activities/entertainment.
- Create, buy, or borrow any additional risers and props for food table.
- Personalize and print out Printables for favors, food labels, signage.
Checklist Continued...

1 week before
- Clean party serveware.
- Create timeline for food assembly.
- Plan tablescapes for dining and food display.
- Finalize RSVPs.

2 days before
- Purchase any last-minute party supplies and equipment.
- Organize and stage activity set-up(s).
- Confirm services with any entertainers.
- Charge camera.

1 day before
- Buy last-minute perishable items, including ice.
- Set tables and arrange displays.
- Set up any large supplies and non-perishable decorations.
- Chill drinks.
- Pick up flowers and arrange if applicable.
- Print out gift tracker.
- Practice polite "thank-yous" with birthday boy/girl.

the Big day!!
- Inflate and arrange balloons early in the morning.
- Set up flower arrangements and other last-minute decorations.
- Finesse final set-up.
- Turn on the music and party lights.