Birthday Party Checklist

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# Tasks:

☐ **Three to four weeks in advance**

☐ **Guests**

*Write down your guestlist.*

☐ **Budget**

*Create your spending plan. Be realistic, but leave flexibility for last-minute problems or ideas.*

☐ **Theme**

*If you want to have a theme birthday, choose it now. It'll impact the decorations, invitations and the cake.*

☐ **Rental**

*If you need to rent anything that you don't own, go to your party store and make the reservations now.*

☐ **Food**

*Write down a tentative menu, and include beverages.*

☐ **Shopping list**

*From the menu, write a grocery shopping list for the weeks to come. You can buy any non-perishables at this point.*

☐ **Activities**

*Choose the games and activities for the guests. If children are involved, make two sets of activities: one for the kids and one for the adults.*

☐ **Invitations**

*Write down and send your invitations. Mailing invitations is very formal; nowadays an email is often sufficient. You can even use Facebook and other social networks to manage your guestlist, but don't neglect those who are not on these websites.*

☐ **Entertainment**

*Look up local entertainers if you plan on hiring one for a few hours. Internet business databases are good for reviews of such services. Book one that has a good reputation.*

☐ **Two to three weeks in advance**

☐ **Favors**

*If you plan on giving party favors, order or put them together now. You can involve your children in this activity by turning it into a crafts afternoon.*

☐ **Games**

*If any of the games require buying boards and items, go to the toy store.*

☐ **Balloons**

*If you want balloons to your party, go to your party supplies store and place your order.*

☐ **Help**

*If you need assistance with the decoration and the cooking, ask some of your guests to help. Many will be more than happy to participate.*

☐ **Inventory**

*Make an inventory of the party supplies you do own and put them together at the same place. Make of list of anything missing and buy what you need.*

☐ **Rental**

*Confirm your reservation with the rental store.*

☐ **Candy**

*If you plan on having a pinata party, go buy the pinata and the candy to fill it.*

☐ **One week in advance**

☐ **Cleaning**

*Do the heavy cleaning: floors, windows, carpets, upholstery.*

☐ **Cake**

*Go to your bakery and order the cake. If you are making it yourself, bake it and freeze it, without frosting.*

☐ **Flowers**

*Go to your florist and order the flowers.*

☐ **Food**

*If you didn't do so earlier, go to your grocery store for non-perishable food items, and anything that can be kept in the freezer.*

☐ **Timeline**

*Make a schedule for the activities. Be prepared to be flexible as some games might be more popular than others.*

☐ **Guestlist**

*Call or email anyone who has not responded to your invitation yet.*

☐ **Two days in advance**

☐ **Batteries**

*Buy or recharge the batteries for the photo and video cameras. Make sure you have extra.*

☐ **Cleaning**

*Dust your tables and counters, and remove clutter from the party area.*

☐ **Fridge**

*Make space in your fridge for all the food you will cook or receive from your guests.*

☐ **Entertainment**

*Call your entertainer and confirm time and price.*

☐ **Music**

*If having music, build your playlist or choose the CDs.*

☐ **Pinata**

*Fill the pinata and put it in a safe place.*

☐ **One day in advance:**

☐ **Food**

*Defrost anything frozen in the fridge. It will keep until the next day. Don't forget the cake.*

☐ **Cleaning**

*Clean your bathroom and anywhere else your guests will go if you haven't already.*

☐ **Emergencies**

*Buy emergency supplies like bandages and peroxide. You never know when a scratch needs disinfecting.*

☐ **Decoration**

*Decorate the area where the party will be held.*

☐ **Childproof**

*Make sure you make the party area secure for children. Check the floor and other small spaces for potentially dangerous objects.*

☐ **Games**

*Take out the games and put them in a corner of the party area.*

☐ **Favors**

*Gather the party favors and set them in the party area.*

☐ **Cooking**

*Prepare anything that will keep in the fridge overnight.*

☐ **Day of the party**

☐ **Orders**

*Pick up your cake, flower and balloon orders if they are not delivered.*

☐ **Cake**

*Put the frosting and decorations on the cake, and keep it in the fridge.*

☐ **Decoration**

*Decorate any other space left.*

☐ **Games**

*Set the games up, ready for playing.*

☐ **Service**

*Gather your plates, utensils and glasses.*

☐ **Photo/video**

*Take our your cameras and have them ready to use.*

☐ **Cooking**

*Prepare any food that needs to be fresh such as salads, veggie platters, etc.*

☐ **Supplies**

*Confirm that you have enough bathroom supplies for the amount of guests. Make sure you have extra, just in case.*

☐ **Party.**

*As your guests arrive, smile and have fun!*