

The Ultimate Child Birthday Party Planning Checklist

BEFORE THE PARTY

1-2 Months Before the Party

- Decide on a birthday party theme

4-6 Weeks Before the Party

- Pick a party location
- Figure out how many guests your location and budget will accommodate
- Set the date
- Refine your guest list
- Coordinate with vendors and entertainment, or work with a party planner
- Create invitations

2-4 Weeks Before the Party

- Send invitations

- Figure out the party length and timeline
- Plan Out The party's games and activities
- Buy supplies and party favors, and start crafting!
- Plan out your menu

3-7 Days Before the Party

- Collect straggler RSVPs
- Shop for the food you will need
- Prepare and clean your home
- Do a safety sweep

1-3 Days Before the Party

- Choose the music if it's not going to be live
- Hire or assign a photographer
- Time to decorate!

DURING THE PARTY

- Last minute cooking and cleaning
- Pick up any last minute foods or decorations
- Speak to your child about what is expected of a host
- Greet parents (and give them jobs!)
- Keep track of your gift givers

AFTER THE PARTY

- Set aside time with your child to write thank you cards

