

ULTIMATE BIRTHDAY PARTY CHECKLIST

YOUR STEP-BY-STEP GUIDE TO STRESS-FREE PARTY PLANNING

1 Month Before

- Set a Budget
- Determine total spending limit
- Allocate funds for venue, food, decor, etc.
- Choose Theme & Date
- Pick a theme (or color scheme)
- Finalize date and time
- Book venue if needed
- Create Guest List
- Draft invite list with contact info
- Decide on invitation style (digital/paper)
- Book Vendors
- Caterer, baker, photographer, or entertainers
- Order Supplies
- Custom decorations, cake, party favors

2-3 Weeks Before

- Send Invitations
- Include RSVP deadline (1-2 weeks before party)
- Add important details (dress code, parking, etc.)
- Plan Menu
- Finalize food and drinks
- Account for dietary restrictions
- Buy Decorations
- Balloons, banners, tableware, lighting
- Plan Activities/Games
- Choose age-appropriate entertainment
- Gather necessary props



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1 Week Before

- Confirm RSVPs
- Finalize headcount
- Follow up with non-responders
- Grocery Shopping
- Buy non-perishable items
- Prep freezer-friendly foods
- Prepare Decor
- Assemble DIY projects
- Test lighting/electronics
- Create Party Playlist
- Curate music for the vibe

2-3 Days Before

- Pick Up Cake/Desserts
- Verify order details
- Prepare Party Space
- Clean and declutter
- Set up tables/chairs layout
- Charge Devices
- Cameras, speakers, microphones -

Pack a "Party Emergency Kit"

- Tape, scissors, markers, first aid

Day Before

- Set Up Decorations
- Hang banners, arrange centerpieces
- Prep Food
- Chop veggies, marinate proteins
- Chill beverages
- Confirm Vendor Arrival Times
- Prepare Thank-You Favors



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Party Day! - Morning

- Finish decorating
- Set up food/drink stations
- Test music and games

Party Day! - 1 Hour Before

- Light candles (if using)
- Greet early helpers
- Put out cold foods

During Party

- Take photos/videos
- Refill snacks and drinks
- Announce special moments (cake cutting)

After Party

- Thank Guests
- Send thank-you notes/texts
- Clean Up
- Sort trash/recyclables
- Return rentals
- Store Reusable Decor
- Label bins by theme
- Evaluate
- Note what worked for next time

