



Party Checklist

1 month before

- ☐ Choose party theme
- ☐ Set a budget
- ☐ Determine date and time
- ☐ Choose and book venue if not at home
- ☐ Book entertainment (optional)
- ☐ Book photographer (optional)
- ☐ Make guest list
- ☐ Prepare invitations

3 weeks before

- ☐ Send invitations
- ☐ Plan games and activities
- ☐ Purchase or organize equipment for games
- ☐ Purchase prizes
- ☐ Plan party menu and create grocery list
- ☐ Plan party decor and create shopping list

2 weeks before

- ☐ Order cake or choose cake to make
- ☐ Buy party favors

1 week before

- ☐ Buy balloons
- ☐ Buy plates, cups, cutlery, napkins, straws, candles and table cloth
- ☐ Buy party decorations (banner, streamers, etc.)
- ☐ Buy or choose outfit for birthday child
- ☐ Call guests who didn't RSVP
- ☐ Purchase non-perishable food and candy
- ☐ Assemble party favors
- ☐ Prepare the playlist of party music

3 days before

- ☐ Purchase food
- ☐ Call entertainer and venue to confirm

2 days before

- ☐ Bake cake if making yourself

1 day before

- ☐ Charge camera's battery
- ☐ Empty camera's memory card
- ☐ Decorate cake or collect pre-ordered cake
- ☐ Prepare all decorations and everything that needs to be transported
- ☐ Prepare any food that can be prepared the day before

Day of the party

- ☐ Pick up the cake if ordered
- ☐ Prepare food
- ☐ Set up food table
- ☐ Set up table with goody bags
- ☐ Complete all decorations
- ☐ Get family dressed and ready for the party



Party Planner Guide Checklist

Ann Drais



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