

# BIRTHDAY PARTY CHECKLIST

## DECISIONS, DECISIONS

- Set your budget
- Decide on location
- Pick a date
- Choose the time and duration
- Determine inclement weather back-up plan
- Decide on birthday outfit
- Decide on activities, entertainment, and games
- Decide on theme

## CALL, BOOK, OR RESERVE

- Order food
- Order cake/desserts
- Rent tent, chairs, linens
- Book entertainment
- Book other vendors (if applicable)
- Call to confirm all vendors one week prior

## T - 1 DAY TO PARTY TIME

- Prepare all party food that can be made in advance
- Decorate
- Charge camera and confirm there is enough space in memory card

## WHO'S READY TO PARTY?

- Create a guest list
- Prepare invitations
- Send invitations
- Follow up with guests who have not RSVP'd

## LET'S GO SHOPPING

- Non-perishable food
- Perishable food
- Drinks (for children and adults) & Ice
- Candles
- Thank you cards
- Party favors
- Décor (streamers, balloons, pictures, banners, etc...)
- Tableware:
  - o Linens
  - o Plates (appetizer, main meal, dessert) & cups
  - o Cutlery
  - o Napkins
  - o Serving dishes/platters

## MISCELLANEOUS

- Create DIY décor
- Take out cash for tips
- Make music playlist
- If party is at home:
  - o Clean
  - o Mow grass

## LAST MINUTE TO DO'S

- Pick up cake/dessert
- Prepare any food remaining
- Chill drinks
- Pick up or blow up balloons
- Take lots of pictures
- Enjoy your time
- Keep track of all gifts (name of gift and giver)

## IT'S PARTY TIME

## AFTER THE FUN

- Write personalized thank you cards
- Develop pictures from the party
- Write reviews for any vendors you have used

# Party Planning Guide

**Rita L. Spears**



## **Party Planning Guide:**

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