



Birthday Party Planning Checklist



A Month Before

- 🕒 Put together a guest list and check schedules
- 🕒 Decide on a date and time for the party
- 🕒 Pick your cute theme
- 🕒 Purchase or make invitations
- 🕒 Order cake or make plans to make one
- 🕒 Plan your menu and remember to make it simple.
- 🕒 Pull together one to three games
- 🕒 Mail invitations two weeks before the party
- 🕒 If you're buying a birthday party theme pack do so now (one month ahead)

The Week of the Party

- 🕒 Map out the party timeline.
- 🕒 Make or purchase what food you can ahead of time
- 🕒 Clean up and arrange house for party
- 🕒 Set aside areas where children can nap and parents can change nappies (diapers)
- 🕒 Pick up or make your cake (if you're making it do it at least a day ahead and refrigerate)
- 🕒 Get camera ready. Clear up memory or buy film

The Day of the Party

- 🕒 Final clean up and decorating
- 🕒 Celebrate your baby's milestone!