

# PARTY PLANNING CHECKLIST

## DECISIONS, DECISIONS

- Decide on your budget
- Choose a party theme
- Write out the guest list
- Select a date
- Decide on a time
- Book a suitable venue

## 6 - 8 WEEKS BEFORE

- Plan entertainment
- Decide on menu
- Research decoration ideas
- Book entertainment
- Order food from caterers
- Book other vendors (if required)
- Order the birthday cake
- Make party supply list
- Order invitations
- Order party favors
- Order tableware and decorations

## 4 WEEKS BEFORE

- Send out invitations
- Create a food/drink shopping list
- Plan music playlist



## 1 WEEK BEFORE

- Confirm venue
- Confirm entertainment
- Confirm all vendors
- Chase any RSVPs
- Complete any DIY projects
- Shop for food and drink
- Pick up a helium tank for balloons
- Fill favor bags
- Print signs or activities

## 1 DAY BEFORE

- Inflate balloons
- Cook food that will keep overnight
- Collect the birthday cake

## DAY OF THE PARTY

- Cook any remaining food
- Decorate the venue
- Set up the food table
- Set up the gift table
- Set out activities
- Test the music system
- Display the birthday cake
- Welcome the guests
- Enjoy the party!

## AFTER THE PARTY

- Send personalized thank you notes
- Write online reviews for vendors