



Planning Checklist

Birthday Party

Children's Birthday Parties

2 Months Before

- Set the date, time, and location.
- Develop guest list.
- Decide on a theme. Start thinking how to incorporate throughout entire event.
- Start researching entertainment: DJ, bounce house, clown, crafts, etc.
- Decide if you will be using a catering company or handling food yourself.

1 Month Before

- Order Event Rentals: Tents, Tables, Chairs, Linens, Etc.
- Tip: A tent can provide protection from light summer rains, hot summer sun, and add a festive atmosphere.
- Create menu that matches theme. If using catering company, book them.
- Book Entertainment.
- Decide on party favors.
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3 Weeks

- Send invitations that match theme.
- Order cake if not baking one.

1 Week Before

- Confirm with all vendors: event rentals, catering, entertainment, etc.
- Create shopping list.
- Create timeline for party.
- Shop for party supplies.

3 Days Before

- Call any guests who didn't RSVP
- Shop for menu items.
- Put favor bags together.

Day of Event

- Bake or pick up birthday cake
- Set-up party area.
- Enjoy!