Birthday Party Checklist

From four weeks out to the thank-you notes

- [ ] Pick the date and time
- [ ] Choose a theme
- [ ] Write the guest list
- [ ] Send the invitations
- [ ] Book or plan the place
- [ ] Order or plan the cake
- [ ] Plan three or four games
- [ ] Buy plates, cups and napkins
- [ ] Buy favors and prizes
- [ ] Print the games and signs
- [ ] Check the replies
- [ ] Buy the food and drinks
- [ ] Charge the camera or phone
- [ ] Set up the day before
- [ ] Put candles and matches by the cake
- [ ] Write thank-you notes

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Guest List

Names, replies and things to remember

Name	Coming?	Allergies or notes	Thanked

Party Day Timeline

What happens when

Time	What happens	Who

Party Shopping List

Check each thing as it goes in the cart

Food and cake

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Decorations

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Favors and prizes

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Name: _____

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The Day Before

A last look around the room

- [ ] Decorations are up
- [ ] Drinks are cold
- [ ] Table is set
- [ ] Music is chosen
- [ ] Games are printed
- [ ] Candles and matches are out
- [ ] Prizes are in a bowl
- [ ] Trash bags are handy
- [ ] Favor bags are filled
- [ ] Camera is charged
- [ ] Cake is ready or ordered
- [ ] A quiet corner is ready

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