



Party Checklist

3 to 4 weeks prior:

- Create a budget _____
- Create a guest list _____
- Pick a date and time _____
- Choose a party theme _____
- Purchase invitations. Remember to note on them any special instructions (if they should dress to match the theme, if parents should stay with their kids, if they need to bring a side dish, etc.). _____
- Choose party games _____
- Create a party supply list _____
- Book venue or entertainment _____
- Decide on cake design (if making your own) _____

2 days prior:

- Stuff and label goody bags _____
- Charge camcorder _____
- Purchase last minute items _____
- Purchase perishables _____
- Pick up any items that you are borrowing for the party _____
- Make room in the fridge for the party food _____
- Tidy up any areas of the house that need it. _____
- Clean up any outside areas that will be used for the party _____

2 weeks prior:

- Mail invitations _____
- Plan menu _____
- Make grocery list _____
- Do an inventory of your serving dishes. _____
- Call a friend if you need to borrow something for the party. _____
- Purchase party and cake decorating supplies (Remember film and camera batteries) _____
- Make any homemade decorations and things needed for games _____
- Order cake (if not making your own) _____

The day before:

- Bake and decorate the cake, or pick up ordered cake _____
- Wrap presents _____
- Get games and activities in order _____
- Prepare any food that can be made ahead of time _____
- Clean coolers, if you'll be using them _____

1 week prior:

- Order balloons _____
- Confirm venue or entertainment _____
- Select party music _____
- Go grocery shopping (hold off on the perishables for now), and remember birthday candles! _____
- Confirm headcount. It's perfectly acceptable to call anyone who has not RSVP'd! _____
- Purchase party favors & prizes _____
- Clean the house. Then come party time, you'll only have to do a spot-clean! _____

The big day:

- Pick up balloons _____
- Pick up ice _____
- Decorate _____
- Prepare remaining food _____
- Tidy up one last time _____

A day or two after:

- Develop film _____
- Write thank you notes and enclose a picture from the party _____