

Kids Birthday Party Checklist

2-3 months before the Kids Birthday Party Day

- Decide on the kids birthday party location (make sure that you choose a childproof party area)
- Decide on the date and time of the kids birthday party
- Create you special kids birthday party planning folder where you will put together all your notes, ideas, information and records.
- Set your budget
- Decide on the theme of your kids birthday party
- Book kids party entertainment
- Organise photographer and video (otherwise you may ask several friends to take pictures for you)

4-6 weeks before the Kids Birthday Party Day

- Decide on the kids birthday party food
- Book caterer (if needed)
- Create you guest list
- Register for kids birthday gifts
- Choose and mail kids birthday party invitations (include directions and gift registry details (if applicable))
- Choose matching kids birthday party thank you cards
- Book birthday balloon bouquets
- Order a kids Birthday cake
- Start looking for the kids birthday party ware
- Plan your kids birthday party activities (if you don't have an entertainer)

3 weeks before the Kids Birthday Party Day

- Decide on kids birthday party decorations and create a decorations plan
- Finalise kids birthday party food menu and create a shopping list (if you don't have a caterer)
- Organise music for the birthday party (if you don't hire an entertainer)
- Order any kids birthday party rental equipment (jumping castle)

2 weeks before the Kids Birthday Party Day

- Purchase kids birthday party decorations
- Purchase kids birthday party prizes and favors
- Purchase kids birthday party themed plates, cups, tableware, utensils, etc...

1 week before the Kids Birthday Party Day

- Make calls to confirm details with your kids birthday party entertainer and/or caterer
- Make calls to confirm details about your kids birthday party venue and/or rental equipment
- Purchase non-perishable food and beverages
- Make calls to the guests who haven't RSVP's and make a final guest list
- Begin to prepare your house if you are having your kids birthday party at home
- Organise together tables, chairs, plates, cups, utensils, etc...
- Wrap kids birthday party prizes and favors

2 days before the Kids Birthday Party Day

- Check camera batteries and check the free space on your memory card (or buy films)
- Buy groceries (if you don't have a caterer)

1 day before the Kids Birthday Party Day

- Pick up a kids birthday cake
- Set up tables and chairs
- Start decorating
- Prepare street signs (if needed)
- Prepare food that is possible to refrigerate overnight
- Purchase drinks/ice
- Prepare a rough plan of the kids party day and activities

The Kids Birthday Party Day

- Finish decorating and setting up tables
- Prepare all kids birthday party food and set out food on the tables (if you don't have a caterer)
- Check bathrooms for toilet paper, soap and towels
- Make sure kids birthday party games, prizes and favors are ready
- Prepare a gift table
- Place party signs leading to your kids birthday party
- ENJOY and HAVE FUN!!!