

Birthday Party Checklist

Name of event: _____

Planning-Tip



Avoid Last-Minute Grocery Runs

To reduce last-minute stress, buy ingredients, food, drinks, and other necessary groceries a few days before your child's birthday party instead of the day before. This ensures you have everything you need well in advance.

1-2 Months Before

- ☐ Decide on a theme (i.e Animal, Fairy tale, Action)
- ☐ Choose a date, time, and location (Reserve venue)
- ☐ Make a guest list (Ask for class list from teacher)
- ☐ Plan food + dessert (Kid-friendly, allergen-aware)
- ☐ Set a budget (Consider drinks, games and/or decor)

3 Weeks Before

- ☐ Send invitations (Digital or mailed)
- ☐ Finalize games or entertainment
- ☐ Book vendors, if needed (i.e magician, bounce house)
- ☐ Order decorations or supplies for DIY decor

2 Weeks Before

- ☐ Decide on menu items to order vs. prepare
- ☐ Create a shopping list (food, drinks, decor, supplies)
- ☐ Order a custom cake from a nearby store
- ☐ Buy birthday gift + party favors for goody bags

1 Week Before

- ☐ Confirm guest RSVPs
- ☐ Place catering or bakery orders (min 48 hrs ahead)
- ☐ Create a schedule (games, food, cake, wind-down)
- ☐ Start preparing DIY decor, activities, and favors

2-3 Days Before

- ☐ Do a grocery run and confirm deliveries
- ☐ Assemble Party Favors
- ☐ Bake or prep any homemade treats
- ☐ Create a few fun playlists to set the vibe

1 Day Before

- ☐ Get balloons (order, pick up, or blow up at home)
- ☐ Bake cake or pick up pre-ordered cake
- ☐ Decorate and arrange activities and games
- ☐ Charge devices, toys, games (and check batteries)

Party Day!

- ☐ Set up early (tie balloons outside to find the party)
- ☐ Greet guests and direct them to activities
- ☐ Take lots of photos and videos
- ☐ Organize gift opening (track for thank you notes)
- ☐ Wrap up with goody bags

LOOKING FOR PARTY
INSPIRATION?



SHOP WITH US!