



Party Planning Checklist

Countdown to your celebration with our handy planner.

1 month before:

- Talk to your child about the party and choose a theme, destination/location, and major activity
- Create guest list
- Pick date and time; book entertainment if applicable
- Buy or make invitations

3 weeks before:

- Send invitations
- Brainstorm party games and activities
- Shop for decorations and favors
- Plan menu



2 weeks before:

- Secure adult helpers (family, friends, neighbors, etc.)
- Make plans for siblings at party

1 week before:

- Order cake and balloons
- Call and confirm entertainment or destination -- visit party facility if necessary
- Decide on final schedule of party activities
- Assemble favors and decorations



3-4 days before:

- Buy or check for food, candles, matches, and craft and clean-up supplies
- Check that you have film and batteries for camera and/or camcorder
- Finalize guest count -- call people who have not yet responded
- Prepare any food or snacks you can make and freeze ahead of time

The day before:

- Clean, decorate, and child-proof the party area
- Bake or pick up cake
- Finalize jobs for adult helpers including game leader, server, photographer, greeter



Party day:

- Talk to your child about good party-behavior
- Ask a helper to pick up balloons or last-minute supplies
- Finish food preparations

