

BIRTHDAY PARTY

PLANNING CHECKLIST

Everything you need, step by step

4 Weeks Before

- ☐ Pick a date & time
- ☐ Set the budget
- ☐ Choose a theme
- ☐ Make the guest list
- ☐ Book the venue

2 Weeks Before

- ☐ Send invitations
- ☐ Plan the menu
- ☐ Order the cake
- ☐ Buy decorations
- ☐ Plan games & music

1 Week Before

- ☐ Confirm RSVPs
- ☐ Buy party favors
- ☐ Shop for food & drinks
- ☐ Make a playlist
- ☐ Charge the camera

Day Before

- ☐ Decorate
- ☐ Prep the food
- ☐ Pick up the cake
- ☐ Wrap the gifts
- ☐ Set out plates & cups

Party Day

- ☐ Balloons up!
- ☐ Set out snacks
- ☐ Candles & lighter
- ☐ Take lots of photos
- ☐ Enjoy every minute 🎉

Don't Forget

- ☐ Gift bags
- ☐ Extra batteries
- ☐ Trash bags

BIRTHDAY PARTY

GUEST LIST & RSVP

Party date: _____ Time: _____

Guest Name	RSVP	Gift	Thank You

BIRTHDAY PARTY

BUDGET & SHOPPING LIST

Total budget: \$_____

Item	Store	Budget	Spent	✓