

The Party Planning Checklist

Planning your child's birthday party should be fun, not stressful.
Use our handy checklist to help simplify the process.

one month

- Choose a theme
Think about decor, colours & entertainment
- Set date, time & location
- Draw up a guestlist
- Send invitations
Include time, date, location, RSVP date, contact info, attire and theme, etc.
- Book major vendors
Pay any necessary deposits on venue, rental and entertainment.

three weeks

- Prepare invitations
Make up your invites | mail or hand-deliver
- Research DIY / decor ideas
Search the web, magazines for decor inspiration and DIY tips.
- Organise extra hands
Ask a friend, favourite babysitter or relative to help out at the party.
- Create shopping list
Include food, drink, party and DIY project supplies.
- Pay any necessary deposits
on venue, rental and entertainment.

two weeks

- Choose activities
Select 3-6 activities to entertain children at the party.
- Shop for activity supplies
Purchase all the necessary supplies needed for the activities.
- Decide on the menu
Ask a friend, favourite babysitter or relative to help out at the party.
- The Cake
Order or plan the birthday cake.
- Pay any necessary deposits on venue, rental and entertainment.

one week

- Order decor & favours
Order any online decor, favour items, tableware to allow for delivery time.
- Shop for groceries & supplies
Buy non-perishable groceries, remaining party and decor supplies.
- Complete DIY projects
Craft any DIY that can be done in advance.

two days

- Clean the house
(for at-home party)
- Pick up rentals
- Purchase last minute perishables
- Confirm with vendors & helpers

one day

- Set up furniture & activities
- Cook, bake and prepare food
- Start decorating

day of party

- Add final decor & DIYs
1-2 hours before party, inflate balloons, etc
- Chill drinks & display food
- Turn up the music
- Welcome guests and enjoy the party

