

Family Birthday Party Planning

Party Date _____

3 to 4 Weeks Before Party

- Choose theme.
- Create the guest list.
- Set a venue (home or other)
- Order or buy party supplies, decorations, party favors, activities and prizes for games (as needed based on theme). For children's parties, be sure to include additional supplies for adult chaperones.
- Reserve venue
- Fill out invitations, RSVP's and address or use online invitational service

2 to 3 Weeks Before Party

- Send snail mail invitations
- Choose games (if any) for party
- Choose menu (if any) for party

1 Week Before Party

- Place order for cake at bakery
- Pick up supplies for baking own
- Pre-prepare any foods ahead of time
- For children's birthday parties, allow younger siblings to invite a special friend for their entertainment

2 to 3 Days Before Party

- Shop for any perishables needed at party
- Pick up extra ice/candles
- Charge camera batteries/buy film
- Verify guests who have not RSVP'd
- Do a final headcount
- Bake cake for party (if you are making own)

1 Day Before Party

- Decorate party venue (if at home) or drop off decorations for specialized location
- Pick up cake from bakery
- Decorate cake
- Prepare snack trays (if any)

Party Day!

- Have a great party!

Party Supply List

- 9" Plates
- 7" Plates
- Napkins
- Cups
- Table Cover
- Plastic Cutlery
- Invitations
- Thank You Cards
- Blow Outs
- Drinks
- Hats
- Streamers
- Balloons
- Cake
- Candles
- Confetti
- Food
- All "meal" items
- Snacks
- Ice Cream
- Games/Activities
- Decorations
- Party Extras
- Camera
- Film
- Charged Batteries
- Piñata