

Party Planning Checklist



3 Months Before Party

- ☐ Pick Theme
- ☐ Choose Date
- ☐ Book Facility (if needed)
- ☐ Book Entertainment
- ☐ Other _____

Start now!

6 Weeks Before Party

- ☐ Make Invitation List
- ☐ Create Invitations
- ☐ Plan Activities/Food
- ☐ Order Accessories
- ☐ Rent Supplies (if needed)
- ☐ Other _____

2-3 Weeks Before Party

- ☐ Send Invitations
- ☐ Order Cake/Food
- ☐ Make Supply List
- ☐ Other _____

1 Week Before Party

- ☐ Send Reminders
- ☐ Ask Friends to Help
- ☐ Buy Everything on Supply List
- ☐ Assemble Party Bags
- ☐ Other _____

3 Days Before Party

- ☐ Order Balloons
- ☐ Prepare Games
- ☐ Buy Drinks/Water
- ☐ Locate Cooler
- ☐ Get Lawn-size Garbage Bags
- ☐ Other _____

These save last minute stress!

1 Day Before Party

- ☐ Pick up Cake/Candles
- ☐ Buy Ice
- ☐ Decorate (if in your home)
- ☐ Charge Camera
- ☐ Ask Friends to Bring Cameras
- ☐ Pin/Paper for Present List
- ☐ Other _____

Day of the Party

- ☐ Pick up Balloons
- ☐ Fill Cooler
- ☐ Decorate (if at facility)
- ☐ Prepare Table for Gifts
- ☐ Put Out Food
- ☐ Give Out Goodie Bags
- ☐ Get Help for Clean Up (kids!)
- ☐ Other _____

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