



The ultimate kids' birthday party checklist

8-12 WEEKS BEFORE

- ☐ Choose a theme
- ☐ Determine budget
- ☐ Set a date, time and location
- ☐ Optional: If the event will not be at your home, book venue
- ☐ Choose your guest list
- ☐ Optional: [Send Save the Dates](#)

4 WEEKS BEFORE

- ☐ Optional: If inviting a class, ask teacher for most up to date contact info for invitations
- ☐ Research and pick games/activities. Find plenty of [party ideas](#) here!
- ☐ Decide if you will need catering or not
- ☐ Optional: Order cake if not baking yourself

3 WEEKS BEFORE

- ☐ Choose what to do for gifts (i.e. no gifts, donations or a crowdfunding)
- ☐ Send out invitations! Browse [Kids' Birthday invitations](#) here.
- ☐ Order [party supplies](#)
 - ☐ Paperware
 - ☐ Party hats
 - ☐ Tablecloth
 - ☐ Backdrops
 - ☐ Streamers
 - ☐ Party favors

1 WEEK BEFORE

- ☐ Determine schedule for party
- ☐ Identify helpers for your event
- ☐ Optional: If getting catering, place order with caterer
- ☐ Purchase last-minute supplies. Browse [Amazon party decor](#) here!
- ☐ Message guests who have not yet RSVP'd

3 DAYS BEFORE

- ☐ Purchase food if not having event catered
- ☐ Assemble party favors
- ☐ Collect any permission slips or waivers needed depending on venue

1-2 DAYS BEFORE

- ☐ Bake or pick up cake
- ☐ Decorate house or gather decorations to take to venue
- ☐ Prepare any make-ahead food

1 WEEK AFTER

- ☐ Send thank you eCards within two weeks. See [thank you eCards](#) here!
- ☐ Share photos from the event and collect photos from your guests
- ☐ Return anything borrowed from friends