

BIRTHDAY PARTY

-CHECKLIST-



FIRST STEPS

- Select Date & Time
- Create a Budget
- Choose a Theme
- Choose a Location
- Create Guest List
- Send Invitations
- Book Venues/Vendors

FOOD

- Cake/Cupcakes
- Ice Cream
- Snacks (candy, chips, popcorn, etc)
- Drinks
- Ice
- Main Dishes (pizza, wings, etc)

SERVING SUPPLIES

- Cake Stand & Server
- Plates
- Cups & Straws
- Napkins
- Utensils
- Ice Cream Scoop
- Punch Bowls
- Snack Bowls & Stands
- Ice Bucket w/ Scoop

DECORATIONS

- Balloons
- Table Covers
- Centerpieces
- Cake toppers
- Ribbons
- Confetti
- Banners
- Lights
- DIY Supplies
- Photobooth/Props
- Flowers

MISCELLANEOUS

- Hire Entertainment
- Music
- Movies
- Party Favors
- Games
- Activities
- Pinatas
- Camera
- Party Hats
- Thank You Cards
- Tables/Chairs

LAST-MINUTE

- Clean House
- Set Out Tables/Chairs
- Set Out Decorations
- Set Out Serving Supplies
- Set Out Food & Drinks
- Make Sure Games are Ready
- Play Music

