

HOSTING A KID'S BIRTHDAY PARTY

TWO MONTHS BEFORE

Start thinking about the party and what you want the vibe and theme to be

- Set the date
- Pick a location. If you aren't having the party at home, book the space.
- If you are hiring entertainment (entertainer, face painter, bounce house, etc) do it now
- Make the invitation list
- If you are ordering paper invitations, order them now

ONE MONTHS BEFORE

Invite your guests

- Invite your guests — We love digital invitation to help track RSVPs.

THREE WEEKS BEFORE

Party prep, let's go!

- Decide on the food (Choose a menu, hire a caterer, etc.)
- Buy decorations
- Buy party favors
- Decide what games you're going to have the kids play & buy any necessary supplies
- Arrange to rent/buy serving pieces or other items you need (chairs, etc.)
- Book haircuts (for kids + you, if necessary)
- Buy outfits for the kid(s) (again, and you/partner if needed)
- Buy thank-you notes, so you have them on hand after the party

TWO WEEKS BEFORE

Let's eat cake!

- Order the cake
- Do the first round of grocery shopping (non-perishables)

ONE WEEK BEFORE

Almost party time!

- Assemble goodie bags
- Write out your schedule of activities and games for the party
- Contact non-RSVP'ed guests to get a headcount
- Confirm with your venue, cake designer, entertainer, rental company, etc.

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TWO DAYS BEFORE

Let's finish strong!

- Make a playlist
- Purchase all remaining food
- If hosting at home, clean and tidy your home

ONE DAY BEFORE

Almost party time!

- Prepare food for the party that can be refrigerated
- Bake the cake (if you're making it!)
- Refrigerate drinks
- Hang party decorations
- Set up games and activities

DAY OF THE PARTY

Party time!

- Prepare remaining food, set up dessert table
- Buy ice and balloons
- Pick up cake (or frost homemade cake)

AFTER THE PARTY

Say Thank You

- Write Thank You Notes

GUEST LIST

MENU

ACTIVITIES

1. _____
2. _____

3. _____
4. _____

