



Party Planning Checklist

ONE MONTH BEFORE

- Choose a party theme
- Define your budget
- Set a date
- Pick a venue
- Prepare the guest list

THREE WEEKS BEFORE

- Send out invitations
- Stock up on party supplies and decorations
- Order a birthday cake
- Plan the party food
- Buy a birthday present

ONE TO THREE DAYS BEFORE

- Purchase the party food
- Pick up the birthday cake
- Decorate the party venue

ESSENTIAL PARTY SUPPLIES

- Plates, cups and napkins
- Serving dishes and utensils
- Banners
- Bunting
- Streamers
- Pom poms
- Party Hats
- Party poppers
- Photo booth props

