

The only kids' birthday party checklist you need

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 class, ask teacher for up-to-date contact info for invitations
- Research and pick games/activities
- Decide if you will need catering or not
- Optional:* Order cake if not baking yourself

3 WEEKS BEFORE

- Order party supplies
 - Paperware
 - Party hats
 - Tablecloth
 - Backdrops
 - Streamers
 - Party favors
- Choose what to do for gifts (i.e. no gifts, donations or a crowdfunding)
- Send out [Invitations](#)

1 WEEK BEFORE

- Determine party schedule
- Identify helpers for your event
- Optional:* If catering, place order with caterer
- Purchase last-minute supplies
- Remind 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 cards within two weeks.
[Browse online thank you cards here!](#)
- Share event photos, collect guest photos
- Return anything borrowed from friends

