# KIDS' PARTY PLANNING CHECKLIST

## THREE MONTHS

- ◯ Choose the party theme
- ◯ Pick the party date & time
- ◯ Decide on a budget
- ◯ Book vendors if needed
- ◯ Hire a photographer if needed

## ONE MONTH

- ◯ Plan the menu
- ◯ Research decorations & DIY ideas
- ◯ Buy Invitations
- ◯ Create guest list
- ◯ Send the invitations out

## THREE WEEKS

- ◯ Order the cake
- ◯ Decide on possible games & activities
- ◯ Order goodie bags and items
- ◯ Confirm any vendors & helpers

## TWO WEEKS

- ◯ Test run possible DIYs
- ◯ Write shopping / grocery list

## ONE WEEK

- ◯ Shop for groceries & supplies
- ◯ Complete games & DIYS
- ◯ Create the music playlist
- ◯ Assemble the party bags

## ONE DAY

- ◯ Set up furniture
- ◯ Purchase last minute perishables
- ◯ Cook, bake & prepare party food
- ◯ Start decorating / preparing games

## DAY OF

- ◯ Add the final decorations
- ◯ Chill drinks & display food
- ◯ Pick up the cake
- ◯ Get the music ready
- ◯ Welcome guests & have fun!

## DETAILS

Date: _____

Time: _____

Place: _____

Theme: _____

## PLANNING

Menu Items:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Entertainment & Activities:

_____
_____
_____
_____
_____
_____

## TO-DO LIST

☐ Assemble goody bags

☐ Bake / pick up cake

☐ Make / pick up decorations

☐ Prepare / order food

☐ Hire photographer or charge camera

☐ Decorate

## SHOPPING LIST

☐ Invitations

☐ Party favours

☐ Balloons

☐ Decorations

☐ Plates & cups

☐ Cake

☐ Candles

☐ Food

☐ Drinks

## INVITATIONS

Name: _____   Y/N: _____

_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
_____   _____
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