



# BIRTHDAY PARTY CHECKLIST

## for toddlers

### One Month Before

- Choose a theme
- Set a date and time
- Set a budget
- Book a venue
- Create a guest list
- Send out invitations
- Plan activities

### 3 Days Before

- Prepare decorations
- Confirm supplies
- Confirm weather
- Confirm guests
- Confirm help  
(photographer, music, entertainers etc)
- Plan activities
- Plan for seats & tables

### 3 Weeks Before

- Order/make party favors
- Order cake/cupcakes
- Plan the menu
- Buy/make decorations  
(balloons, banners, backdrops, props)
- Buy party supplies
- Tablecloths
- Plates, cups, napkins, utensils, platters, garbage
- Confirm entertainers/activities
- Order games (bubbles, bean bags throws etc)

### 1-2 Days Before

- Set up decorations
- Pick up the cake
- Buy/Prepare food
- Check the guest list

### Morning of

- Finish decorating
- Set food & drink station
- Set activities/ games
- Set up the tables

### After

- Send thank you note