

Birthday Party Planning Checklist

3 Months Before The Party

- Pick a Theme
- Choose a Date
- Book The Venue (if needed)
- Book Entertainment (if needed)
- Other _____

3 Days Before The Party

- Order Balloons
- Prepare Games
- Buy Drinks/Water
- Locate Cooler
- Get Lawn Sized Garbage Bags
- Other _____

6 Weeks Before The Party

- Make Invitation List
- Create Invitations
- Plan Activities & Food
- Order Accessories
- Rent Supplies (if needed)
- Other _____

1 Day Before The Party

- Pick up Cake & Candles
- Buy Ice
- Decorate (if in your home)
- Charge Camera and Clear Memory Card**
- Pen/Paper to Track Gifts for TY Cards
- Other _____

2-3 Weeks Before The Party

- Send Invitations
- Order Cake/Food
- Make Supply List
- Other _____

The Day of The Party

- Pick up Balloons
- Fill Cooler
- Decorate (If at a facility)
- Prepare Gift Table
- Give Out Goodie Bags
- Get Help For Cleanup (kids!)
- Other _____

1 Week Before The Party

- Send Reminders
- Ask Friends to Help
- Buy Everything on Supply List
- Assemble Party Bags
- Other _____

24 Hours After The Party

- Send Thank You Cards
- Return Anything Borrowed/Rented
- Other _____

John FITZsimmons

ARIZONA'S PREMIERE BIRTHDAY PARTY MAGICIAN

BirthdayMagician.net