

# Birthday Party Inspiration Planner



Gather your

**ideas** and party-planning **inspiration** with Betty's all-in-one worksheet.



**Theme**



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**Time + Date**



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**Guest List**



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**Invitations**



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**Cake**



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**Activities**



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**Décor**



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**Food**



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**Favors**



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**Photos**



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**Music**



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**Thank-yous**



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# Birthday Party Checklist

Stay **organized** and on top of your **to-dos** with Betty's handy kids' **party-planning checklist**.

## BEFORE THE PARTY

### Four to Six Weeks Out

- ☐ Pick a date and time
- ☐ Decide on the number of guests and make the guest list
- ☐ Let your child help pick the party's theme
- ☐ Book entertainment and a venue, if necessary

### Two to Three Weeks Out

- ☐ Fill out and mail invitations
- ☐ Plan activities, favors, decorations, prizes
- ☐ Enlist your child's help to select activities and games
- ☐ Plan the menu
- ☐ Enlist help with prep or clean-up

### One Week Out

- ☐ Decide on the order of activities
- ☐ Take inventory of serving dishes, making sure you have the appropriate dishes for the food you're serving
- ☐ Purchase materials for games and activities, if not already on hand
- ☐ Purchase favor supplies, decorations, prizes, paper plates, napkins and other non-perishables
- ☐ Come up with a playlist for the party
- ☐ Confirm reservation for entertainment or party location

### Two to Three Days Out

- ☐ Shop for food—don't forget candles for the cake!
- ☐ Assemble treat bags
- ☐ Check on RSVPs and call guests who haven't responded
- ☐ Prepare games and activities

### One Day Before

- ☐ Clean the party area thoroughly, removing any breakable or hazardous objects
- ☐ Finish as much of the cooking and food prep as possible
- ☐ Clear area for games
- ☐ Clear space for presents and guests' coats and jackets
- ☐ Make sure camera batteries are fully charged
- ☐ Go over party manners with your child, including practicing saying thank you with younger children

## DAY OF THE PARTY

### Morning

- ☐ Finish any last-minute cooking or food prep
- ☐ Arrange seating, setting out extra chairs if necessary
- ☐ Set supplies for games or crafts in a convenient spot
- ☐ Inflate balloons, tying some to your mailbox or front porch so guests can locate the party easily
- ☐ Finish decorating
- ☐ Set out prizes and favors
- ☐ Consider putting pets in an area away from guests
- ☐ Set food out on the table and put candles in the cake
- ☐ Get your child and yourself dressed

### When Guests Arrive

- ☐ Station your child near the door to greet guests and accept presents
- ☐ If parents are dropping children off, confirm pick-up time
- ☐ Hang up guests' jackets and coats
- ☐ Begin activities—games, entertainment, photo ops, creative fun, etc.
- ☐ Take photos
- ☐ Serve refreshments
- ☐ Give out favors
- ☐ Say good-bye to guests with child

### After Guests Leave

- ☐ Clean up
- ☐ Look over presents with your child
- ☐ Provide relaxed, wind-down activity

### Day After Party

- ☐ Discuss party with your child
- ☐ Make mental or written notes for the next party
- ☐ Help child write and send thank-you notes

### Notes:

