



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:

