

FIRST BIRTHDAY PARTY CHECKLIST

3 Months Before

- Choose theme

- Set date and time

- Create guest list
- Book party space, if not at home
- Book entertainment, if needed
- Book photographer, if hiring

2 Months Before

- Order paper invitations
- Plan menu
- Address invitations

1 Month Before

- Mail invites
- Create Facebook event page
- Place order for any catered food
- Place order for cake, cupcakes or cookies (if not making yourself)
- Order rental chairs and tables, if needed
- Order party décor
- Decide games to play
- Decide and order party favors
- Schedule a place for pets to go during the party, reserve doggy daycare

2 Weeks Before

- Plan and print pieces for games
- Finalize any DIY decorations
- Make grocery list of any items needed
- Buy clothes for birthday boy
- Confirm with entertainment
- Confirm with rental space
- Confirm with photographer

1 Week Before

- Assemble favor bags
- Call guests that have not RSVP'd
- Purchase non-perishable items for party
- Confirm cake and catered food orders

3 Days Before

- Purchase perishable items for party
- Charge batteries for camera
- Make sure memory card has space
- Prepare playlist for party

Day Before

- Prepare any food that can be refrigerated
- Decorate the party area
- Make smash cake if DIY'ing

Day of Party

- Pick up food and cake
- Prepare food for the party (up to 5 hours in advance)
- Set up food table
- Set up gift table
- Put up last minute decorations
- Drop off pets at a friends' house or doggy daycare
- Get birthday boy dressed (45 minutes before)

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