Birthday Party Checklist

Weddings, events and hosting | Letter | Print at 100% or Actual size, never Fit to page

Plan

- ☐ Pick a date, time and place
- ☐ Set the budget
- ☐ Make the guest list
- ☐ Choose a theme
- ☐ Send the invitations
- ☐ Order the cake
- ☐ Plan the food and drinks
- ☐
- ☐

Decorations

- ☐ Buy balloons and banners
- ☐ Get tablecloths and plates
- ☐ Set up a photo corner
- ☐ Buy candles and a cake topper
- ☐ Make a playlist
- ☐ Put up signs for parking and toilets
- ☐
- ☐

Food and drink

- ☐ Order or bake the cake
- ☐ Buy snacks and finger food
- ☐ Get drinks and ice
- ☐ Buy cups, plates and napkins
- ☐ Plan for allergies
- ☐ Set up a drinks table
- ☐
- ☐

On the day

- ☐ Set up tables and chairs
- ☐ Put out the food and drinks

- ☐ Light the candles
- ☐ Take photos
- ☐ Hand out party bags
- ☐ Clean up and thank the guests
- ☐
- ☐