Kid’s Birthday Party Checklist

2 MONTHS BEFORE THE PARTY
- Choose your party theme and color scheme (let your child help pick the party theme)
- Set your party date and time
- Decide on Location (if not at home)
- Decide on your budget
- Create Your Guest List (decide on the number of guests)
- Brainstorm: Dream Big and then make sure to be realistic.
- If you are not having the birthday party at home, be sure to book the venue
- If you’re hiring entertainment do it now. (performers, face painters, clown, bounce house, etc.)
- If you plan on hiring a photographer, book them now
- If you need party invitations or party printables - Order Now!

6 WEEKS BEFORE THE PARTY
- Plan Your Party Décor and Menu
- Create your party checklist

4 WEEKS BEFORE
- If you are renting tables and chairs or other equipment, book it now
- If your plans involve ordering food (pizza, sandwiches. cake, etc.) Make arrangements to pre-order for your party date
- Purchase non-custom invitations.
- Inventory party supplies and servingware.
**Kid’s Birthday Party Checklist**

3 WEEKS BEFORE THE PARTY
- ☐ Mail or hand-deliver invitations.
- ☐ Finalize menu, games and activities.
- ☐ Create a shopping list.
- ☐ Go shopping: online and local.
- ☐ Create party schedule.
- ☐ Test new recipes.
- ☐ Start DIY projects.
- ☐ Arrange for extra help, if needed.
- ☐ Decide on your party outfit.
- ☐ Create your party music playlist.

2 WEEKS BEFORE THE PARTY
- ☐ Finish all DIY projects.
- ☐ Make samples of party crafts.
- ☐ First round of grocery shopping.
- ☐ First round of food prep.
- ☐ Test-run your serving table set-ups.

1 WEEK BEFORE THE PARTY
- ☐ Follow up with guests who have not RSVP’d.
- ☐ Confirm venue, entertainers and vendors.
- ☐ Order balloons.
- ☐ Second grocery shopping (purchase all non-perishable food & drinks)
- ☐ Second round of food prep. (if baking cake, bake it and freeze it unfrosted)
- ☐ Clean and child proof the party space.

3 to 4 DAYS BEFORE PARTY
- ☐ Clean serving-ware and coolers.
- ☐ Wrap gifts and package party favors.
- ☐ Test party games.
- ☐ Specify where coats will be stored.
Kid’s Birthday Party Checklist

2 DAYS BEFORE PARTY
- Notify neighbors of any parking issues.
- Finalize the party schedule.
- Spot clean party space and bathroom.
- Clean up yard and party space entrance.
- Thaw frozen party food.
- Make room for party food in fridge-n-freezer.
- Test-run your serving table set-ups.
- Set up garbage and recycling stations.
- Decorate party space.
- Gather party supplies for off-site venue.

1 DAY BEFORE PARTY
- Spot clean party space and bathroom. (fresh t.p. roll and towels)
- Reconfirm venue and vendors.
- Final round of grocery shopping. (purchase all perishable foods)
- Third round of food prep. (make food for party that can be refrigerated)
- Bake homemade cake, cupcakes or cookies.
- Chill beverages fridge.
- Hang Party Decorations and set up tables and chairs.
- Pick up ordered cake, cupcakes or cookies.
- Charge camera battery and be sure your camera & video are ready to go.

DAY OF THE PARTY
- Pre-party meeting: assign tasks.
- Final round of decorating and set-up. (set up food table and dessert table)
- Final round of food prep. (frost homemade cake or pick-up cake)
- Pick up ice, balloons and fresh flowers. (5-6 hours before)
- Get kids dressed for party and put on your own outfit (wear an apron).
- Make hot and cold beverages.
- Turn on kids music (consider putting pets in an area away from guests)
- Take pre-party photographs

MyMaMaMeYa Kid’s Birthday Party Checklist - http://mymamameya.com/
Kid’s Birthday Party Checklist

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 your 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 (optional)

CONGRATULATIONS, YOU DID IT!
# Kid’s Birthday Party Supplies Checklist

## PARTY DECORATIONS AND DECOR
- Balloons
- Ribbon
- Table Centerpiece
- Garland
- Birthday Banner
- Colored and/or patterned paper
- Table Decorations
- Candles
- Confetti
- Crepe paper
- Craft supplies

## MISCELLANOUS ITEMS
- Piñata
- Party hats
- Folding/extra tables
- Folding/extra chairs
- Fairy lights
- Ice
- Thank you cards
- Party favours/goody bags
- Camera and film/charged battery
- Items for games/activities
- Invitations
- Place cards
- Matches or lights (for candles)
- Tools needed to install or make decorations
- Coolers
- Ice tubs
- Cake topper
Kid’s Birthday Party Supplies Checklist

☐ Gift wrap
☐ Cupcake liners
☐ Cake stands
☐ Cake server
☐ Ice cream scoop
☐ Specialty cake /muffin tin
☐ Napkins
☐ Serving bowls, platters, trays
☐ Ice bucket and ice scoop
☐ Kid-friendly glasses
☐ Plates (real or plastic)
☐ Bowls
☐ Cutlery (dessert spoons, forks, knives)
☐ Skewers, lollipop sticks
☐ Straws
☐ Stirers
☐ Pitchers

OTHER

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Kid’s Birthday Party Checklist

Notes:

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MyMaMaMeYa Kid’s Birthday Party Checklist - http://mymamameya.com/
LET US KNOW HOW YOUR PARTY WENT!
We would love to see pictures and tell us all about your party!
If you would like us to feature your party and add it to our Gallery
just send your pictures and write up to
judith@mymamameya.com

If you are looking for more theme ideas or would like some free
printables make sure you bookmark
http://mymamameya.com/