



BIRTHDAY PARTY CHECKLIST



Plan the perfect birthday party for your little one with Liz and Roo's help!

First Things First...

Date of Party:	<input type="text"/>	Location:	<input type="text"/>
Number of Guests :	<input type="text"/>	Theme:	<input type="text"/>

1 Week

5-8 Weeks

- Set a date
- Set a location (book venue if needed)
- Pick a theme
- Determine a budget
- Create a guest list
- Choose invitations
- Send invitations

3 Weeks

- Decide on the menu
- Plan games/activities
- Pick out party favors
- Start gathering decorations that fit your theme
- Place order for cake/baked goods and any catered food
- Find/pick out your child's outfit

2 Days Before

- Make room in fridge/freezer for groceries
- Pick up perishable food items
- Iron table linens
- Come up with parking plan for guests (if at your home)
- Finish putting together party favors and activities

1 Day Before

- Prep any make-ahead food
- Pick up baked goods/cake
- Finish cleaning
- Set up tables/chairs and all the decorations you can (Or pack car with decor if using a venue)
- Pick up rented items

Party Day!

- Finish any last minute decorations
- Pick up ice
- Prep remaining food/pick up catered food
- Turn on music
- Get family ready
- Greet your guests and enjoy the party!