

Party Planning Checklist

2 MONTHS AHEAD

- Add tasks to planner and/or birthday binder
- Plan your budget, give yourself a buffer
- Pick a theme for the birthday party
- Write out and decide on a guest list
- Settle on a location for the party

1 MONTH AHEAD

- Make and send birthday invitations
- Decide on party food and cake
- Book catering if necessary
- Shop non-perishables if needed

2-3 WEEKS AHEAD

- Make or buy party decorations
- Create personalized party favors
- Reserve park space if necessary

1-2 WEEKS AHEAD

- Plan games and activities
- Order the birthday cake

WEEK OF

- Clean house (if at home)
- Shop party clean-up supplies
- Shop perishable groceries if needed

DAY BEFORE (PARTY AT HOME)

- Tidy party areas
- Arrange tables and chairs
- Decorate party area
- Prep DIY food & drinks

DAY BEFORE (PARTY IN A PARK)

- Pack up non-perishables
- Pack party supplies
- Load car

DAY OF

- In a park: decorate party area
- Set out food, drinks and snacks
- Set up games & activities
- Party clean up afterwards

1-2 WEEKS AFTER

- Take down decorations at home
- Send thank-you cards for gifts



For more party tips & DIY party ideas, visit avery.com