



KIDS' BIRTHDAY

3 MONTHS BEFORE

- Choose your party theme. If you need ideas, check out this page of popular themes: http://catchmyparty.com/inspirations_and_themes
- Set your party date and time
- Decide on a budget
- Create your guest list
- If you are not having the party at your house, book the space
- If you are hiring entertainment (performer, face painter, bounce house, etc.), do it now
- If you are hiring a photographer, do it now
- If you are ordering paper invitations and/or party printables, order them now

6 WEEKS BEFORE

- Plan your menu and your party decor

4 WEEKS BEFORE

- If you are ordering food (pizza, sandwiches, cake, etc.), order it now
- If you are renting tables and chairs or other equipment, rent them now

3 WEEKS BEFORE

- Send out invitations
- See what party decor items and kitchen items you have on hand, buy or borrow extras as needed
- Decide what games you're going to have the kids play and buy any necessary supplies
- Order goodie bags and items you'll need for stocking
- Order HP Printer Ink to make sure you have enough for printing out your party printables

2 WEEKS BEFORE

- Start printing and assembling your party printables. If you need free printables, head here: <http://catchmyparty.com/printables>
- Planning to have a photo booth and need free printable photo booth props? <http://blog.catchmyparty.com/2011/03/08/free-photo-booth-prop-printables-from-the-paper-dolls-shoppe>

PARTY CHECKLIST





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PARTY CHECKLIST



1 WEEK BEFORE

- Purchase all non-perishable food and drinks
- If you are making your cake, bake it and freeze it, without frosting it
- Stock goodie bags
- Confirm with your cake designer, caterer, entertainer, rental company, photographer, etc.
- Write out your schedule of activities and games for the party
- Contact non-RSVPed guests to get a headcount

3 DAYS BEFORE

- If you're having a dessert table, do a test run. Set it up without desserts so you know what it will look like

2 DAYS BEFORE

- Purchase perishable foods
- Clean your house, make sure you have clean towels and enough toilet paper
- Check to make sure your camera is ready to go

1 DAY BEFORE

- Prepare food for the party that can be refrigerated
- Defrost cake
- Refrigerate drinks
- Hang party decorations
- Get games and activities set up

DAY OF PARTY

- Prepare any last minute food (5 hours before)
- Set up dessert table (5 hours before)
- Buy ice and balloons (5 hours before)
- Frost homemade cake or pick up cake (4 hours before)
- Set up food table (4 hours before)
- Put up last minute decorations and put out last minute activities and games (3 hours before)
- Reheat any food that needs heating (1 hour before)
- Toss salad (20 minutes before)

CONGRATULATIONS, YOU DID IT! ENJOY YOUR CHILD'S BIRTHDAY!