

Kid's Birthday Party Planning Checklist

Three to Four Weeks Prior	
	Make a list of things you need to buy, rent and arrange for
	Set the date and time of the party
	If you are scheduled to work apply for vacation
	Decide on a location
	Book a venue if it's necessary
	Build a guest list

Two Weeks Prior	
	Send out invitations
	Decide if you are going to make your own food or order it
	Book catering in advance if need be
	Decide which birthday cake you want
	Organize games and contests
	Hire a superhero

The Week Before	
	Get final count of the guests
	Confirm booking with caterer and/or the venue
	Check camera's memory card
	Prepare first aid kit
	Check the outfit for you and your child
	Pick the right music

The Day of the Party	
	Wake up early
	Take your camera with you
	Try to nap before the party
	Make sure you have the phone by your side

	Decorate the place
	Choose the place to keep presents