

Home Birthday Party Checklist



4 weeks before

Check

- Set the date for the party
- Choose the party theme
- Write out the guest list
- Organise entertainer or games
- Create invitations (Remember to check for any allergies for food)
- Create a schedule for the day

2 weeks before

- Pass out (or SMS) the invitations
- Plan the food and drink
- Make a list
- Decide on party favours yes or no
- Decide on party bags yes or no
- Ask another parent if you need help
- Order the cake if not making

1 week before

- Decide on decorations for the theme
- Buy party supplies and decorations
- Buy prizes if needed for games
- Chase up any RSVPs for final numbers
- Confirm entertainer/cake

3 Days before

- Buy food and drink
- Make sure you have trash bags for cleanup
- Make sure you have candles for the cake and matches
- Put party bags together

1 Day before

- Bake cake
- Make any food that can be made ahead of time
- Decorate the house so the birthday child wakes up to decorations
- Check the weather forecast if planning any outdoor activities

On the day

- Make sure phone (or camera) charged for pictures/videos
- Ice cake
- Prepare final food
- Blow up balloons
- Set up table
- Organise candles
- Have 1st Aid Kit handy

Party Supplies You Might Need

- Decorations, balloons, streamers
- Games and prizes
- Paper cups
- Paper plates
- Ice cream scoop
- Utensils
- Napkins
- Music
- Folding tables (for food/presents/games)
- Trays to serve with
- Cake stand or plate
- Knife to cut cake

