Birthday Party Planning Checklist

Tick each job as you go. Start later? Begin at today's box and catch up on the ones above it.

PARTY FOR _____ DATE _____ TIME _____ GUESTS _____

4 TO 6 WEEKS BEFORE

- [ ] Agree a total budget
- [ ] Pick the date and a start and end time
- [ ] Choose the place: home, garden, park or a hired room
- [ ] Write the guest list
- [ ] Choose a theme or a colour scheme

3 WEEKS BEFORE

- [ ] Send the invitations with a reply-by date
- [ ] Book anything that needs booking: room, entertainer, bouncy castle
- [ ] Order or plan the cake
- [ ] Ask one or two adults to help on the day

2 WEEKS BEFORE

- [ ] Plan the food and drinks, and ask about allergies
- [ ] Choose the games or activities and what they need
- [ ] Buy or make decorations, tableware and party bags
- [ ] Print banners, cake toppers and game sheets

1 WEEK BEFORE

- [ ] Chase guests who have not replied
- [ ] Write the running order for the party
- [ ] Buy non-perishable food, candles and matches
- [ ] Charge the camera or clear space on your phone

THE DAY BEFORE

- [ ] Buy fresh food and collect the cake
- [ ] Put up decorations that can go up early
- [ ] Fill the party bags
- [ ] Set out a table for presents and a bin for wrapping paper

ON THE DAY

- [ ] Finish decorating and set out the food
- [ ] Put a sign or balloons at the door
- [ ] Keep the candles, matches and a knife together
- [ ] Take a photo of the cake before it is cut

AFTER THE PARTY

- [ ] Send thank-you notes or messages
- [ ] Return anything borrowed or hired
- [ ] Save the best photos in one album
- [ ] Note what worked, for next year

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Party Budget Worksheet

Write your total first, then share it out. The percentages are a starting point, not a rule.

TOTAL BUDGET	NUMBER OF GUESTS	BUDGET PER GUEST

WHAT	GUIDE	PLANNED	SPENT	NOTES
Food and drinks Meal or snacks, drinks, ice	30%			
Venue or hire Room, tables, chairs, bouncy castle	20%			
Cake Bought, ordered or ingredients	10%			
Decorations Balloons, banner, tableware	10%			
Entertainment Games, prizes, entertainer, music	15%			
Party bags Bags and what goes in them	10%			
Invitations and extras Printing, candles, thank-you notes	5%			
Total	100%			

Party at home? There is no venue to pay for, so move that 20% to food and entertainment, or keep it and spend less overall. **No party bags?** Put that share into the cake or one good game prize.

WHO IS HELPING

ALLERGIES AND DIETS

THINGS TO BORROW

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