

### 6 Weeks Before the Party

- Decide the party theme with your child.
- Choose a date, time and location for the party.
- Decide whom to invite and make a guest list.
- Prepare invitations.

### 4 Weeks Before the Party

- Send out invitations.
- Determine activities to match your party theme.
- Make a list of your party supplies.

### 3 Weeks Before the Party

- Shop for party supplies.
- Order a cake.
- Decide the food menu.
- Line up any help you may need.

### 1 or 2 Weeks Before the Party

- Decide the whole schedule of the party.
- Call the invitees who haven't responded.
- Clean your house thoroughly if the party is in your house.
- Develop a cooking schedule.
- Check supplies again and shop for missing pieces.

### 3 Days Before the Party

- Purchase groceries.
- Make sure your camera has enough battery.
- Prepare crafts that could be set ahead of time.
- Confirm with the entertainer and helper who will come to help.
- Check supplies again and shop for missing pieces.

### 1 Day Before the Party

- Bake or pick up the cake.
- Decorate your home or gather decorations.
- Prepare make-ahead food.

### The Day of the Party

- Decorate the party venue if not at home.
- Finish the last-time cooking.
- Display food.
- Put the handles on the cake.
- Make a list of who gives the gifts.
- Serve cakes and ice creams.
- Enjoy the party.

# Birthday Party Check List

