

KIDS PARTY CHECKLIST

2 - 3 MONTHS OUT

- PICK DATE + LOCATION
- CHOOSE A THEME
- DETERMINE BUDGET
- FIND ENTERTAINMENT

1 MONTH

- SEND INVITATIONS
- PLAN MENU
- DECORATIONS
- BOOK ENTERTAINMENT

2 WEEKS

- FINALIZE RSVP LIST
- PLAN GAMES, ACTIVITIES + MUSIC
- PUT TOGETHER PARTY FAVORS
- ORDER CAKE/CUPCAKES

DAY BEFORE

- SET UP FURNITURE + DECORATIONS
- PREPARE FOOD
- CONFIRM LAST MINUTE DETAILS WITH VENDORS

DAY OF

- PICK UP CAKE
- SET UP FOOD + DRINKS
- TAKE PICTURES
- ENJOY THE DAY!

AFTER THE PARTY

- SHARE ON SOCIAL
- LEAVE REVIEWS FOR VENDORS
- SEND THANK YOU NOTES