



BIRTHDAY PARTY Checklist

1 MONTHS BEFORE

- ◇ SET THE DATE AND TIME
- ◇ CREATE A GUEST LIST
- ◇ CHOOSE A PARTY THEME
- ◇ SET A BUDGET
- ◇ BOOK THE VENUE (IF NEEDED)
- ◇ HIRE ENTERTAINMENT (IF NEEDED)
- ◇ ORDER CUSTOM INVITATIONS

3 WEEKS BEFORE

- ◇ SEND INVITATIONS
- ◇ PLAN PARTY ACTIVITIES
- ◇ HIRE ENTERTAINER
- ◇ START SHOPPING FOR DECORATIONS
- ◇ ORDER THE CAKE
- ◇ PLAN A DESSERT TABLE

2 WEEKS BEFORE

- ◇ FOLLOW UP ON RSVPS
- ◇ FINALIZE THE MENU
- ◇ ORDER OR SHOP FOR PARTY FAVORS
- ◇ PLAN THE PARTY SETUP
- ◇ ARRANGE SEATING OR LAYOUT

1 WEEK BEFORE

- ◇ CONFIRM ALL BOOKINGS
- ◇ PREPARE MUSIC OR PLAYLIST
- ◇ SHOP FOR GROCERIES
- ◇ ASSEMBLE PARTY FAVORS OR KITS

3 DAYS BEFORE

- ◇ DRESS FITTING
- ◇ PICK UP THE MARRIAGE LICENSE
- ◇ WRITE WEDDING VOWS
- ◇ FINALIZE THE GUEST COUNT

1 DAY BEFORE

- ◇ PRACTICE WEDDING VOWS
- ◇ MANI & PEDI
- ◇ FACIAL TREATMENT
- ◇ HAIR APPOINTMENT

DAY OF THE PARTY

- ◇ SEND THANK YOU CARDS
- ◇ SHARE PHOTOS



Party Ideas Hub