

# A CHECKLIST for Planning and Preparing Your

# Birthday Party

Planning and preparing for a birthday party can be an enormous challenge. Questions such as the size, location, or entertainment of the party must be answered well in advance. That's why, depending on the scope of your celebration, you should also start planning in advance. An ideal amount of time beforehand is about 2-3 months. To help you avoid forgetting something, we gathered all the important planning points in one checklist.

*As soon as possible*  
before the party

- WHAT: Decide on setting and budget, with a profile of individual costs of the party.
- WHERE: Find and reserve a suitable venue.
- WHEN: Decide upon the date and time.
- WHO: Make a guest list and send out invitations.
- Plan a buffet or menu.
- Find or research options for music and entertainment (DJ, live band, comedy acts, fireworks, etc.)
- Engage a photographer and/or videographer.
- Organise helpers for the party.
- Put aside a folder especially for receipts, offers, confirmations, and reservations
- Optional: Decide on a party theme.

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*Notes:*

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## 3 - 6 Weeks before the party

- Create and order any prints (table menus, programmes, etc.).
- Plan the table and room décor.
- Plan the procedure of events.
- Organise or book overnight accommodations for out-of-town guests.

- Book the entertainment.

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## 2 - 3 Weeks before the party

- Put together your food and beverage shopping list.
- Buy decorations.
- Buy non-perishable beverages and groceries.
- Order the birthday cake.
- Create a seating chart or arrangement.

- Pick out your party music, create a playlist, and if necessary, organise loudspeakers.
- Inform the neighbours about the party and ask for their understanding.

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## 1 Week before the party

- Collect RSVPs and finalise the guest list.
- Inform catering of the final number of guests.
- Room plan: finalise the table and seating arrangements.
- Confirm all reservations.
- Organise a guestbook.

- Confirm appointments with the caterer, venue, florists, photographer, band/DJ, stylist, etc.
- Confirm directions and arrival times of your guests, and if applicable, let them know about travel impediments (e.g. road construction).

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## *1 Day* before the party

- Set up and decorate the venue.
- Buy perishable foods and store them in a cool place.
- Pick up or bake the birthday cake.
- Set up the sound system and prepare the music.
- Start cooling the drinks.
- Put up direction signs.
- Designate guest parking.
- Check the bathroom facilities.
- Check in once more with the neighbours.
- Charge batteries for any electronics.
- Set aside a First-Aid kit.
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## *On the Day of the Party*

- Have a good breakfast.
- Check the sound, lights, and electricity.
- Prepare or pick up the food from catering.
- Set up the tableware.
- Pick up flowers and arrange them at the venue.
- Have a final conversation with helpers or service providers at the location.
- Get yourself ready for the party.
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## *20 Minutes* before the party

- Check one last time that everything stands at the ready.
- Turn on the music.
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- Breathe deep, relax, and enjoy the day!

# After the Party

- Pick up and clean the venue.
- Take down the music speakers.
- Dispose of trash responsibly.
- Bring back rented and borrowed equipment.
- Return the key of the rental venue
- Settle any open accounts.
- Thank your helpers.
- Use your gift cards.
- Create a photo album of the party.
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## Notes

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## My Guests

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## My Gifts

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