

# Birthday Party Checklist

Checklist · 25 items · 7 sections

Planning a birthday party without a checklist means forgetting something. This birthday party checklist guides you from choosing the theme weeks in advance all the way through the day-of setup and cleanup: for kids' parties and adult celebrations.

Open the editable version online:

<https://genechecklist.com/checklist/birthday-party-checklist>

## 4–6 WEEKS BEFORE

- Set the date and time  
**HIGH**
- Set a budget for the party  
**HIGH**
- Choose a theme: favorite movie, color, sport, decade, etc.  
**HIGH**
- Create the guest list  
**HIGH**
- Book or confirm venue: home, park, restaurant, rental hall, or venue space  
**HIGH**

## 3–4 WEEKS BEFORE

- Send invitations: digital or physical, include RSVP deadline  
**HIGH**
- Order or plan the birthday cake  
**HIGH**
- Plan the menu: finger foods, BBQ, catering, or potluck  
**HIGH**
- Order decorations: balloons, banners, table settings, centerpieces  
**HIGH**
- Plan entertainment: DJ, photo booth, bounce house, games, or activities  
**HIGH**
- Book any vendors: DJ, photographer, face painter, entertainer  
**HIGH**

## 2 WEEKS BEFORE

- Plan party favors for guests
- Follow up with guests who haven't RSVP'd
- Confirm final headcount and adjust food and seating accordingly

HIGH

HIGH

## 1 WEEK BEFORE

- Create a party day timeline: setup, arrival, food, cake, activities, cleanup
- Confirm booking with all vendors
- Buy all non-perishable food items, drinks, and plates/napkins/cutlery

HIGH

HIGH

## DAY BEFORE

- Set up decorations (if at home or rented space)
- Prepare any DIY food items or desserts

HIGH

HIGH

## DAY OF

- Set up food and drink stations
- Set up gift table and card box
- Greet guests and introduce anyone who doesn't know each other
- Have someone designated to take photos throughout the party
- Serve cake with singing: coordinate timing

HIGH

HIGH

## AFTER THE PARTY

- Send thank-you notes to guests within 1 week after the party