

Kids' Party Planning Checklist

Six weeks to party day, one page

6 WEEKS OUT

- ☐ Pick the date and the time slot (mornings for under-3s)
- ☐ Set the guest list — 1 child per year of age is a good floor
- ☐ Book the venue, or confirm the backyard plan
- ☐ Book chairs, tables and dessert cart
- ☐ Decide the theme and color palette

4 WEEKS OUT

- ☐ Send invitations with a START and END time
- ☐ Order the cake
- ☐ Book entertainment, if any
- ☐ Plan ONE main activity — not five
- ☐ Confirm any certificate of insurance the venue needs

2 WEEKS OUT

- ☐ Chase RSVPs
- ☐ Buy or make favors
- ☐ Plan the food, keeping it bite-sized and separate
- ☐ Make place cards and any DIY decor
- ☐ Confirm the rental delivery window

1 WEEK OUT

- ☐ Confirm final headcount with everyone
- ☐ Decide the rain plan and tell people what it is
- ☐ Charge cameras, clear phone storage
- ☐ Buy drinks, ice, lidded cups
- ☐ Prep anything freezable

THE DAY BEFORE

- ☐ Set up whatever can be set up
- ☐ Put away your child's most precious toys
- ☐ Assemble favor bags
- ☐ Make the snack board and cover it
- ☐ Write name cards

PARTY DAY

- ☐ Rentals delivered and set up
- ☐ Photos in the first 30 minutes, before cake
- ☐ Cake at the 45-minute mark
- ☐ Favors handed out at the door
- ☐ Sit down for five minutes — you did it