

Party Countdown Checklist

Party Checklist

Everything you need for your Birthday Bash!

- tables & chairs
- table settings
- glassware
- napkins & tablecloth
- centerpiece & decorations
- pots & pans
- serving utensils, dishes & platters
- birthday candles
- music
- game accessories
- loot bags



A Simple Plan

2-3 weeks before party

- Send invitations to school with child to hand out
- confirm the number of guests
- plan menu
- plan games
- plan loot bags
- plan decorations
- shop for decorations & loot bags

1 week before party

- review party checklist
- make your shopping list & head to the store

Day before party

- set the table
- assemble serving utensils, dishes, & platters
- decorate
- set up games
- assemble cake, veggie, and/or fruit trays

Day of party

- prepare food & beverages
- clean bathroom
- sit back, relax & enjoy the party!

