

Kids Birthday Party Planner

Every to-do from 4 weeks out to party day. Check them off as you go.

4+ WEEKS OUT

- ☐ Pick a date and time (weekend afternoons win)
- ☐ Choose a venue — home, park, or party place
- ☐ Draft the guest list with the birthday kid
- ☐ Pick a theme and colors
- ☐ Set your budget

3 WEEKS OUT

- ☐ Send invitations (print or text them)
- ☐ Plan the menu — pizza, snacks & cake
- ☐ Order or plan the birthday cake
- ☐ Buy decorations: balloons, banners, tableware
- ☐ Decide on games and activities

2 WEEKS OUT

- ☐ Buy prizes and goodie-bag fillers
- ☐ Prep game materials — print, cut, pack
- ☐ Confirm RSVPs and get a headcount
- ☐ Buy candles, lighter & a cake server
- ☐ Plan the party timeline (arrival, games, cake, free play)

1 WEEK OUT

- ☐ Buy food, drinks, and ice
- ☐ Prep goodie bags
- ☐ Charge the camera / clear phone storage
- ☐ Confirm any vendors or venue details
- ☐ Wrap it all — label everything by station

DAY BEFORE

- ☐ Decorate as much as you can
- ☐ Prep food that can be made ahead
- ☐ Set up game stations and prizes
- ☐ Pack a party kit: tape, scissors, markers, extra candles
- ☐ Get some rest — tomorrow's chaos (the fun kind)

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PARTY DAY

- ☐ Set up food and drinks 1 hour before guests
- ☐ Greet kids and point them to the activity table
- ☐ Run games, then cake, then free play
- ☐ Sing loud — off-key counts double
- ☐ Hand out goodie bags at pickup, not before

Need invitations? We've got those.

4 fill-in designs, print tonight — instant downloads at
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