

THE ULTIMATE BIRTHDAY PARTY CHECKLIST



3 MONTHS BEFORE

- Choose your party type and theme ([LEGO - Star Wars, Super Heroes](#))
- Set your party date and time
- Decide on a budget
- Create your guest list
- If you are not having the party at home, book the venue
- If you are hiring entertainment, do it now;
([check out Bricks 4 Kidz LEGO birthday parties](#))



6 WEEKS BEFORE

- Plan your menu and party decor



4 WEEKS BEFORE

- If you are ordering food (pizza, cake, etc.), order it now
- If you are renting tables and chairs or other equipment, rent them now

3 WEEKS BEFORE

- Download and send out [invitations](#) (click here for free ones)
- See what party decor items and kitchen items you have on hand, buy or borrow extras as needed
- Decide what games you're going to have the kids play and buy any necessary supplies
- Order goodie bags and items you'll need for stocking



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2 WEEKS BEFORE

- Start printing and assembling your party printables.

[Click here for free LEGO Happy Birthday Banner](#)

1 WEEK BEFORE

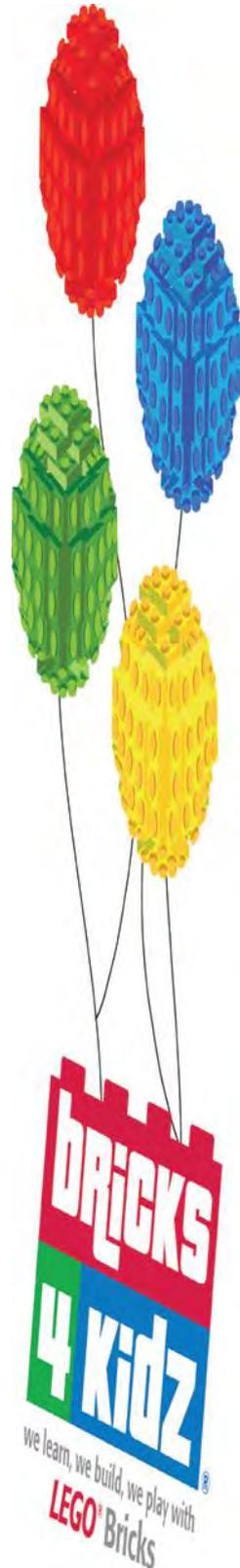
- Purchase all non-perishable food and drinks
- If you are making your cake, bake it and freeze it, without frosting it
- Stock goodie bags
- Confirm with your cake designer, caterer, entertainer, rental company
- Write out your schedule of activities and games for the party
- Contact non-RSVP'ed guests to get a headcount

3 DAYS BEFORE

- If you're having a dessert table, do a test run. Set it up without desserts so you know what it will look like

2 DAYS BEFORE

- Purchase perishable foods
- Clean house, make sure you have clean towels and enough Toilet paper
- Check to make sure your camera is ready to go



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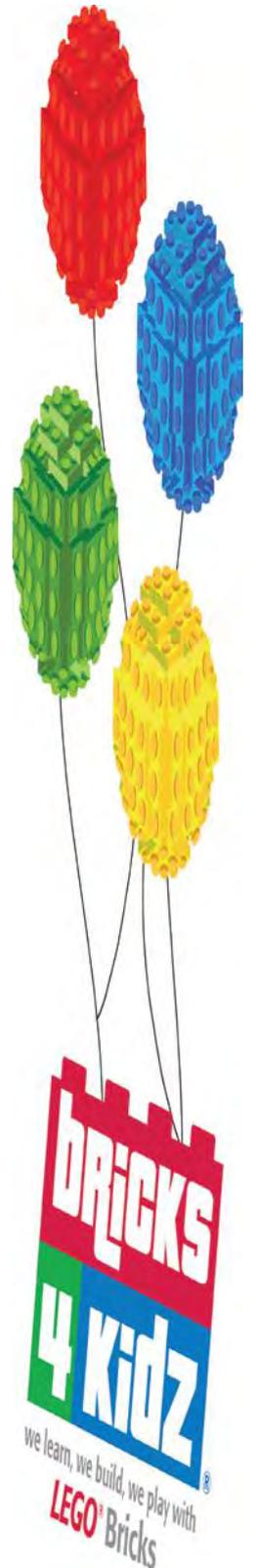
1 DAY BEFORE

- Prepare food for the party that can be refrigerated
- Defrost cake
- Refrigerate drinks
- Hang party decorations
- Get games and activities set up



DAY OF PARTY

- Prepare any last minute food (5 hours before)
- Set up dessert table (5 hours before)
- Buy ice and balloons (5 hours before)
- Frost homemade cake or pick up cake (4 hours before)
- Set up food table (4 hours before)
- Put up last minute decorations and put out last minute activities and games (3 hours before)
- Reheat any food that needs heating (1 hour before)



DAY AFTER THE PARTY

- Send Thank you Cards



CONGRATULATIONS,
YOU DID IT!
ENJOY THE BIRTHDAY

