Birthday Party Planner

A simple checklist to keep busy moms organized (and sane!)

4 WEEKS TO GO

- Choose party date & time
- Set budget
- Create guest list
- Pick a theme
- Book Venue (if needed)
- Order custom items (decor, outfit, cake topper)
- Plan food/cake
- Send invitations

2 WEEKS TO GO

- Order decorations
- Start/Finish DIY decor
- Order birthday cake
- Book food or finalize menu
- Purchase favors
- Plan Activities & Games

WEEK BEFORE

- Make Balloon Arch (these can last up to 2 weeks before)
- Confirm food/catering
- Confirm Guest Count
- Package party favors
- Last minute shopping
- Check weather

1-2 DAYS BEFORE

- Set up decorations
- Bake Cake/Cupcakes/Cake Pops
- Grocery run/last minute items

DAY BEFORE

- Start setting up decorations
- Start food prep

Party date: _____ **Party time:** _____ **Weather:** _____

Location: _____

_____

Theme: _____

GUEST LISTS

Guest name:	RSVP

MomLifewithKelsey.com

More party ideas & mom life tips

GUEST LISTS

Guest name:	Invite sent	#Attending	Thank you sent