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Birthday Party Planner

6 Weeks Before:

- Choose the theme.
- Draw up the guest list.
- Confirm the date with your child's best friend.
- Reserve off-site space.

4 Weeks Before:

- Get updated class list.
- Decide on games, activities, and food.
- Write out invitations.

3 Weeks Before:

- Arrange for extra help, if needed.
- Mail invitations.
- Purchase party goods.
- Start homemade decorations and favors.

1 to 2 Weeks Before:

- Call guests who have not yet responded.
- Draw up a schedule of activities.
- Make samples of planned crafts.

- Purchase crafts supplies and favors.

3 Days Before:

- Buy food as well as batteries for your camera.

1 to 2 Days Before:

- Bake the cake.
- Decorate your home or be sure off-site supplies are gathered.
- Prepare make-ahead foods.