

# BIRTHDAY PARTY CHECKLIST

When to do what in preparation for a birthday party

## ONE MONTH BEFORE

- Draw up a budget
- Choose party theme
- Decide on a date
- Draw up a guest list
- Reserve a venue
- Organise entertainment
- Prepare invitations

## ONE WEEK BEFORE

- Confirm with venue
- Confirm guests
- Buy party favours, gift bags and other party supplies
- Create a music playlist

## ONE DAY BEFORE

- Clean your house (if you're having the party at home)
- Bake a cake – or collect the one you ordered
- Prepare any make-before food
- Set up furniture
- Decorate house or venue
- Chill beverages

## THREE WEEKS BEFORE

- Send invitations
- Plan the food
- Make a shopping list
- Arrange extra help if needed
- Order the cake

## THREE DAYS BEFORE

- Buy food and drinks
- Collect any borrowed/rented items
- Assemble gift bags and party favours
- Confirm extra help

## DAY OF THE PARTY

- Buy ice
- Complete decorations
- Place food on platters and on tables
- Tidy up the house
- Have fun!

## PARTY SUPPLY LIST

- Decorations (bunting, flowers, napkin rings)
- Gift bags
- Activity and craft supplies
- Music
- Tables
- Chairs
- Tablecloths
- Coolers
- Serving trays
- Plates, cups, glasses and utensils
- Napkins
- Food
- Drinks
- Cake



Yay!



For more party inspiration and recipes, visit [www.beacon.co.za](http://www.beacon.co.za)