



Birthday Party Checklist



Date & Time

- *Location* - _____
- Set-up at _____ decorate & place food
- ___ potential adults
- ___ potential kids
- ___ **total people**

Decor

- Tablecloths
- Tassel banners
- Happy birthday signs
- 12 month banner with photos
- Baby's 1st birthday poster
- Baby's high chair banner
- Balloons
- Streamers
- Twine
- Tape
- Scissors

Seating & Tables

- ___ Picnic tables at location
- ___ Tables needed
- ___ Folding chairs needed
- ___ Pop-ups needed
- Baby's highchair



Tableware

- Cute Napkins
- Plain napkins
- Large plates for food
- Small plates for cake
- Cups, cold & hot
- Cutlery



Entertainment

- Face painting
- Balloon artist
- _____

Favors

- Happy birthday sacks with favors - *large enough to fit candy from Pinata*
- Mini bubbles
- Unicorn keychains
- Candy
- _____

Games

- Musical chairs
 - Bring speaker
- Blanket race
 - Blankets/sheets
- Three-legged race
 - Rope/handkerchiefs to tie legs
- Ball in between legs race
 - Balls
- Balls, extras for kids to play with
- Bubbles
- Cornhole
- Pinata
- _____





Food

- Appetizers/Snacks
- Main Lunch
- Pizza
- Fruit
- _____
- _____

Drinks

- Water
- Soda
- Juice for kids
- Sparkling water
- Coffee
- Tea
- Ice
- _____

Cake & Desserts

- Baby's smash cake
- Child's cake
- Cake for everyone
- Dessert - _____
- Happy birthday candle
- Regular candles
- #1 candle
- Lighter





To Do

- Book entertainment
- Order baby high chair sign
- Order one year poster
- Gather/buy all decor
- Print 12 months of photos for 12 month banner
- Order lunch & pizza
- Order cake(s)
- Buy appetizers & snacks
- Buy all tableware
- Buy items for games
- Buy and stuff pinata
- Buy favors & stuff in bag
- Book extra tables and chairs if necessary
- _____

Day Before

- Pick up any more food
- Follow up on delivery of food
- Pick up cakes
- Buy balloons
- Charge speaker for musical chairs
- _____

Day Of

- Bring all food
- Decorate
- Set up tables, chairs & pop-ups
- Order pizza
- _____



Invite List

- ___ total adults potential (yes & maybe)
- ___ children potential

YES

- *ex: Sara + 3*
- _____ + _____



MAYBE

- _____ + _____

NO

- _____

