

# Children's Birthday Party

by BREN UNDERWOOD of MUST BRING BUNS



## 6-8 WEEKS AHEAD

- Choose the event date/time (run this past family and your child's best friends to make sure they can attend)
- Choose the party theme
- Reserve venue, entertainment, food trucks, tables, bounce house etc. if needed
- Create your guest list
- Plan/order your invitations, be it printed or Paperless Post

## 4 WEEKS AHEAD

- Mail or send via Paperless Post (*or online invite site*) invitations
- Call your favorite bakery to place a cake or cupcake order
- Call the caterer if using one
- Plan the menu if serving a meal – keep it simple and kid friendly
- Purchase party décor, plates, napkins, cups, cutlery, table cloths, balloons, confetti, noise makers, hats, etc. (*shipping can take 7-10 days if ordering online*)
- Brainstorm party activities

## 2 WEEKS AHEAD

- Follow up for any outstanding RSVPs
- Confirm all reservations (*venue, caterer, bounce house rental, etc.*)

## 1 WEEK AHEAD

- Shop for party favors (*and assemble goodie bags if needed*)
- Order balloons
- Create a “party essentials” tray or bag filled with candles, a cake server/knife, and lighter that you can quickly grab when it's cake time
- Stock up on drinks and snacks for the kids and parents
- Create a party flow schedule for yourself (*organization = less stress!*)
- Make sure you have all of your décor and supplies and pick up any extra items you might need

## 1 WEEK AHEAD

- Pick up the cake
- Pick up any pre-ordered food
- Tidy up the house/decorate if hosting the party at your house

## DAY OF

- If hosting at home, finish any last-minute decorating/cleaning and make sure your house is party ready 30 minutes before the guests arrive. If hosting at a venue, arrive 20-30 minutes before to set up the decorations
- Enjoy the party and have fun!
- Make a list of all gifts/who they are from for your child's thank you notes