

The image features a solid teal background with a decorative border of pink, irregular, confetti-like shapes along the top, bottom, and sides. Centered on the teal background is the title text in a white, all-caps, serif font.

THE ULTIMATE BIRTHDAY PLANNING CHECKLIST

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E V E N T S

BIRTHDAY PLANNING

checklist

6 - 8 weeks to go

- Decide on a theme and start thinking of ways you can incorporate the theme into the decorations, cake, invitations and more.
- Set a date.
- Set a budget.
- Book a venue or entertainment, budget dependent.
- Order invitations or purchase the supplies needed for homemade invites.
- Write up a guest list.



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3 - 5 weeks before the party

- Put together, write, and send out the invitations. Be sure to include all the relevant information that your guests will need, for example the party's start and end time, your phone number and directions. If you have chosen a theme, try and incorporate that into the invitations.
- Shop for party supplies, such as decorations and items needed to make the party favours.
- Decide on the menu and speak to caterers if you're having them.



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2 weeks before

- Make or buy party favours.
- Order the cake, and if possible, try to incorporate the theme into the cake.
- Confirm on the menu and numbers.
- Order any catering items, such as catering dishes etc if you're making the food and linens.



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3-7 days before

- Call any invitees who haven't RSVP'd.
- Confirm the venue and entertainment, if applicable. If you have booked a venue, check what time you are allowed access if you are adding your own decorations.
- Shop for food items and prepare anything that won't spoil.
- Buy any party supplies still needed, such as plates, napkins, cups or birthday candles.



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1 Day Before

- Decorate as much as you can the day before if possible.
- Set up the tables with crockery, cutlery and napkins etc.
- Set up music/dancefloor area.
- Make the cake or confirm the order with the bakery.



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The Morning of the Party

- Finish any other food prep work.
- Complete the decorating of the party area.
- Set up the games or other activities, if applicable.
- Put out the party favours ready for your guests.
- Place a sign or tie some balloons to the front door to help guests find the house.