

Simple Birthday Party Checklist

■ 3~4 Weeks Before

- Set date and time
- Choose venue (home or outside location)
- Create guest list
- Send invitations



■ 2 Weeks Before

- Decide on a simple party theme
- Order birthday cake
- Plan food and menu
- Book entertainment (if needed)

- Buy decorations
- Purchase party supplies (plates, cups, napkins)
- Buy party favors
- Plan games and activities



■ 1 Week Before

- Buy decorations
- Purchase party supplies (plates, cups, napkins)
- Buy party favors
- Plan games and activities

- Confirm RSVPs

■ Day Before

- Prep food that can be made ahead
- Set up decorations
- Confirm cake pickup time



■ 2~3 Days Before

- Shop for food and drinks
- Prepare playlist or music
- Clean party area
- Charge phone or camera

■ Party Day

- Pick up cake
- Finish food preparation
- Set up tables and chairs
- Add final decoration touches
- Set out party favors
- Enjoy the celebration

Simple planning leaves room for meaningful moments.

