

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
- ☐ 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.

