

BIRTHDAY PARTY CHECKLIST



Guest of Honor _____ Age _____ Date of Party _____

Theme _____ Color Scheme _____ No. of Guests _____ No. of Kids _____

Partyware

- Table covers
- Plates / napkins
- Cutlery
- Cups / straws
- Serving utensils
- Serving bowls / platters
- Buffet set
- _____

Party Hack:

Gather party supplies in disposable table covers for quick post-party cleanup.

Favors

- Favor bags / boxes
- Candy
- Bubbles
- Necklaces
- Small toys
- Stickers
- Blowouts / noisemakers

Decorations

Tables:

- Centerpieces
- Confetti / table scatter

Ceilings:

- Paper fans / lanterns
- Honeycomb decorations
- Tissue pom-poms
- Swirl decorations

Walls:

- Birthday banner
- Cutouts
- Fringe curtain
- Scene setters

Outdoor:

- Lights
- Banners / streamers
- Yard signs
- Balloons
- _____
- _____

Balloon Fun

- Foil balloons
- Latex balloons
- Number balloons
- Letter balloons
- Balloon bouquets
- Curling ribbons
- Balloon weights
- Balloon pump
- Helium tank
- Balloon column
- _____

Party Hack:

Use balloon bouquets as table centerpieces.

Cake

- Birthday candles
 - Cake toppers
 - Baking pan / liners
 - Cake / cupcake stands
-



Sweet Treats

- Candy containers
- Bulk candy
- Candy serving utensils
- _____
- _____
- _____
- _____
- _____

Dress Up

- Costumes
- Party hats
- Head boppers
- Sashes
- Crowns
- Buttons / pins
- Masks
- Necklaces

Entertainment

- Photobooth backdrop / props
- Color sheets
- Pinata / pinata candy
- Arts / crafts supplies
- Games / puzzles
- Music playlists
- _____
- _____

PARTY PLANNING NOTES
