

# Birthday Party Planning:

## THE ULTIMATE GUIDE & CHECKLIST

### INTRODUCTION

*Planning your child's birthday party is such a special and joyful experience in motherhood. As a mama myself, I know how much love and effort goes into creating magical memories for our little ones. But I also understand how overwhelming it can feel to juggle all the details. That's why I created this step-by-step guide—to help you plan stress-free and truly enjoy this special day with your child. With a little organization and thoughtful preparation, you can create your little one's perfect celebration. My hope is that you find this guide helpful, and that you enjoy the process, embrace the fun, and make magical memories together. Happy Planning!*

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### HOW TO USE THIS CHECKLIST:

#### 1. Follow the Flow

Use the checklist as a timeline — each section walks you through what to focus on in the weeks leading up to the party, so you feel calm and in control every step of the way.

#### 2. Make It Your Own

Every family and celebration is different. Personalize the checklist to suit your child's wishes, your budget, and your time. Skip or add steps as needed — it's here to support you, not stress you.

#### 3. Tick as You Go

There's so much satisfaction in checking off tasks! Use this guide as your party prep companion — jot down notes, track RSVPs, and feel the excitement grow as you get closer to the big day.

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## 10-12 WEEKS BEFORE: LAYING THE FOUNDATION

- ☐ **Select a Date and Time:** Choose a day and time that suits your family and close friends.
  - ☐ **Establish a Budget:** Outline your spending plan to guide your decisions.
  - ☐ **Decide on a Venue:** Whether it's your home, a local park, or a rented space, determine and reserve the location.
  - ☐ **Choose a Theme:** Engage your child in picking a theme that excites them.
  - ☐ **Create a Guest List:** List the friends and family members to invite.
  - ☐ **Party Planner:** With this guide, you won't need one, but if you decide to hire a planner, lock that person in.
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## 8-10 WEEKS BEFORE: PLANNING THE DETAILS

- ☐ **Send Invitations:** Opt for digital invites (creating a Whatsapp group works well) or traditional cards and distribute them.
  - ☐ **Plan Activities & Entertainment:** Arrange games, crafts, or book an entertainer.
  - ☐ **Decide on Food & Drinks:** Plan the menu and accommodate any dietary restrictions.
  - ☐ **Order or DIY Decorations:** Choose decorations that match your theme (order online, as you have more choices).
  - ☐ **Select a Cake:** Order from a bakery or plan to bake it yourself.
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## 4-6 WEEKS BEFORE: GETTING THINGS READY

- ☐ **Purchase Party Supplies:** Table cloths, plates, napkins, cups, cutlery, and serving dishes.
  - ☐ **Organize Party Favors:** Plan/order/buy small gifts or goody bags for those little guests.
  - ☐ **Plan a Party Timeline:** Create a rough schedule of activities for the day.
  - ☐ **Coordinate Helpers:** Ask family or friends to assist with different tasks.
  - ☐ **Track RSVPs:** Monitor responses and follow up as needed.
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## 1 WEEK BEFORE: FINAL PREPARATIONS

- ☐ **Buy & Prepare Food:** Grocery shop and prep any food ahead of time.
- ☐ **Clean & Decorate:** Tidy up the party area and begin decorations.
- ☐ **Confirm Entertainment:** Double-check bookings and confirm arrival times.
- ☐ **Invitation Reminder:** In case there are reminders (*like rules around parking*), send a reminder to the guests.



\*little moments make big memories



## 1 DAY BEFORE: LAST-MINUTE TOUCHES

- ☐ **Set Up the Party Space:** Arrange tables, chairs, and decorations (anything that makes tomorrow easier, except balloons).
- ☐ **Pick Up Cake & Food:** Collect any pre-ordered items.
- ☐ **Go Over the Checklist:** Make sure nothing is forgotten.
- ☐ **Prepare Party Favors:** Have goody bags or small gifts ready for guests.
- ☐ **Charge Devices:** Ensure your phone and camera are ready for capturing memories.

## PARTY DAY: CELEBRATE & ENJOY!

- ☐ **Final Set-up:** Anything that needs to be cold & fresh, its time to set up! Ice the drinks, lay out snacks, treats, etc. Get the balloons delivered. Allow enough time for everything.
- ☐ **Get Ready:** Get your little one dressed and yourself ready too.
- ☐ **Take BEFORE Photos:** Make sure you grab a family photo before everyone arrives. As well as photos of the cake, décor, set up and a few special photos of the birthday child too.
- ☐ **Welcome Guests:** Greet families as they arrive and explain where they can put their present.
- ☐ **Follow the Party Timeline:** Keep activities flowing smoothly.
- ☐ **Food & Drinks:** Make sure everyone has enough to eat and drink, and that snacks are replenished.
- ☐ **Take Photos & Videos:** Capture special moments throughout the day. Think to outsource this to a friend.
- ☐ **Sing Happy Birthday & Cut the Cake:** Make it a memorable moment!
- ☐ **Hand Out Party Favors:** Give guests their take-home treats.



## AFTER THE PARTY: WRAPPING UP

- ☐ **Clean Up:** Tidy the party space and dispose of waste. Return any rented items.
- ☐ **Open Gifts:** If you have decided not to open gifts at the party, create time for your child to do it now in a small circle at home. Create a list of gifts and who gifted them – or take little videos.
- ☐ **Send Thank You Notes:** Show appreciation to guests for coming and for gifts. Perhaps share a video of your child opening their present, and some photos from the day.
- ☐ **Organize Photos:** Cleanse iPhotos from the day and select your favourites. Print the pictures you want to place in your relevant Baby or School Years Books.

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\* make every moment count