

## Birthday Party Checklist

Make use of this comprehensive **birthday party checklist** to ensure that you have it all covered. Creativity, simplicity and detailed party planning makes for a successful birthday party. Whether you are having a small **1st birthday party** at your home or a snazzy party that involves a **party planner**, birthday entertainment such as a **clown**, **puppet show** or **magician**, it will all come together the moment you add your own magic!

<b>First Things First</b>	<b>Check</b>
Theme	
Venue	
Guest list	
Create / write invitations	
Send out invitations	
<b>Party Food</b>	
Party food and drinks for the kids	
Snacks and drinks for the parents	
Birthday Cake, candles and matches	
Party Packs	
Tupperware dish for leftovers	
<b>Party Decor</b>	
<b>General</b>	
Balloons & string/ribbon	
Theme-related decor	
Flowers	
Tables & table clothes	
Chairs	
Table / basket for gifts	
Wet wipes	
<b>Catering Decor</b>	
Paper plates	
Paper cups	
Crockery & cutlery for adults	
Serviettes	
<b>Activities</b>	
Games & prizes	
Entertainment (puppet show, reptile show, clown, magician etc.)	
Equipment hire (jumping castle, candy floss machine etc.)	
<b>Double Check</b>	
RSVP's	
Confirm booking a week prior to the party	
Camera	
Video camera	
<b>The nice thing to do</b>	
Thank you notes	