

Party Planning Checklist

1 to 2 Months Before

- Decide on a party theme with your child. (This is the fun part!) ●●
 - >>[Toronto birthday parties that come to you](#)
 - >>[20 Co-ed Birthday Party Themes](#)
 - >>[Fun Ideas for Fall Birthday Parties](#)
 - >>[Winter Party Themes and Ideas](#)
- Decide on number of guests and whom to invite. ●●
- Decide on a venue. (**tip:** If you're planning on an outdoor party, be sure to have a backup plan for rain.) ●
 - >>[Birthday party places in Toronto.](#)
- Set a date and time. (Check with VIP guests like grandparents to confirm.) ●●
- Reserve venue. ●
- Book entertainers and photographer/videographer. ●●
 - >>[Photographers and videographers in Toronto.](#)
 - >>[7 Tips When Hiring a Birthday Party Entertainer](#)
- Order invitations, if applicable. ●●
 - >>[Where to order party invitations in Toronto](#)
- Rent equipment (tables, chairs, tent, etc.), inflatables, and party games. ●●
 - >>[Toronto party rentals.](#)

Legend:

- parties at a booked venue
 - parties at home
 - all parties*
- *note that some venues include entertainment, food, loot bags, etc.

1 Month Before

- Send invitations. (**tip:** Make it easy on yourself and send e-vites!) ●●
- Order food, if not making it yourself. ●
- Order cake, if you're not baking your own. ●●
 - >>[Where to order cakes and cupcakes in Toronto.](#)

2 to 3 Weeks Before

- Create a party itinerary: include food, games and activities (ask your child what s/he would like to do), entertainment, playtime, and gifts. ●
 - >>[Great Party Games for Every Age](#)
- Plan and purchase favours, decorations, loot bags, game prizes, etc. ●
 - >>[Where to buy loot bag/gift bag supplies in Toronto](#)
 - >>[18 Cool Party Favour and Gift Bag Ideas](#)
- Plan menu and make a grocery list. ●
- Take stock of the serving trays and utensils (e.g. cake stand) you'll need, plus cutlery, napkins, plates, and cups, and make a shopping list. ●
- Arrange for help with set-up, clean-up, keeping food stocked, supervising games and activities, and keeping track of who-gave-what for thank-you notes. ●
- Order helium balloons. ●●
- Do around-the-house fix-it projects. ●

1 to 2 Weeks Before

- Follow up on RSVPs and firm up the guest list. ●●
- Prep make-ahead food, including baking and freezing cake layers or cupcakes (if making your own). ●
>>10 Creative Birthday Cakes Made By Real Moms
- Confirm rentals and reservations. ●●

2 to 3 Days Before

- Kid-proof the party area. ●
- Go grocery shopping. ●
- Prep loot bags, games and activities, and prizes. ●●

The Day Before

- Clean and organize the party area. ●
- Set up food and cake display, gift area, activity stations, dining area, etc. ●
- Clear space for guests' shoes and jackets. ●
- Buy last-minute items. ●●
- Decorate. ●
- Cook and prep as much food as possible. ●
- Defrost cake or cupcakes and other pre-made food. ●
- Chill beverages. ●
- Charge your camera battery. ●●
- Practice manners and thank-yous with your child. ●●

Party Day!

- Do last-minute food prep. ●
- Pick up cake and balloons. ●●
- Decorate with balloons and other last-minute decorations, set out prizes and party favours. ●
- Frost and decorate cake or cupcakes. (**tip:** Put the candles in now so you're ready to go.) ●
- Set out food and serving utensils. (Cover food until just before guests arrive.) ●
- Relax and have fun! ●●

The Day After

- Store items you'll need for the next party (including your checklist). ●●
- Write or help your child write thank-you notes. ●●