

Planning a Perfect Party



Follow this timeline to plan your child's next birthday bash.

Throwing a birthday party can seem daunting, but it doesn't have to be—the key is to start early and create a timeline. Here are some tips to make sure your child's next birthday party runs smoothly and seamlessly.

Six Months Prior

- Book a venue. Even if you don't know other details, settling on a date and time will allow you to plan to what the venue okays.

Three Months Prior

- Create a theme. This gives you an idea of what is needed for décor.
- Choose your entertainment. Secure a clown, magician, DJ, or character early to ensure your child's day will be special.

Two Months Prior

- Confirm dates with the venue. Take this opportunity to discuss logistics, such as whether there is a storage area for coats and presents.
- Create the guest list. Sit down with your child and go over who she would like to invite.

One Month Prior

- Send out invitations once you settle on a guest list, and confirm RSVPs.
- Pick out the food, décor, and party favors (if you so choose). Make sure to note any food allergies.

Two Weeks Prior

- Order the cake. If you're baking the cake, be sure you have the ingredients. Don't forget the candles!

- Follow up on unanswered invites. The earlier you find out about any last-minute guests, the better.

One Week Prior

- Make goodie bags. If you plan to have party favors, make the bags in advance, and have extras, just in case.

- Designate a photographer. You may be too busy hosting, so ask someone else to document the day. Make sure the camera or phone is fully charged!

- Confirm final details. Finalize last-minute details and make sure everything is squared away with the venue. Create a back-up plan, just in case.

- Create a checklist. Write down everything you will need to do the day of the party, and create a schedule for the party to ensure the day goes as planned.

The Day of the Party

- Breathe and relax! Be in the moment with your child—after all, it's his special day!
- Take note of the gifts. Before she rips open presents, jot down who gave each gift to write thank-you cards.

After the Party

- Help your child write his thank-you notes—handwritten is always more thoughtful!



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