



Here is your Free Party Planning Checklist:

#### 4-6 Weeks before Your Party:

- Decide on a Date for your Party
- Get together with the birthday girl or boy and decide what [party theme](#) they would like
- Search [www.partyelf.com](http://www.partyelf.com) for ideas
- Create a Guest List
- Order your [Party Supplies](#)

#### 2-3 Weeks before Your Party

- Mail out [party invitations](#) to your Guests
- Decide on [Party Games and Activities](#)
- Plan the menu
- Order the [birthday cake](#) from a local bakery

#### 1 Week before Your Party

- Start putting together [party favors](#) for your guests
- Call anyone that has not RSVP to see if they are coming
- Write out a schedule of events to keep the party flowing smoothly
- Order helium balloons

#### 2-3 Days before Your Party

- Do your final Grocery Shopping before the party
- Make sure you have batteries for the camera
- Do a final check on all the [decorations](#), plates, balloons, candles, etc to make sure you have everything you need

#### 1 Day before Your Party

- Bake and decorate your [birthday cake](#) if doing it yourself
- Clean up the party area: vacuum, clean the bathroom, etc.
- Decorate the rooms where the party will be held
- Prepare food that can be made ahead of time
- Fill up and hang the [pinata](#).

#### Day of Party

- Pick up the Birthday Cake
- Pick up Helium Balloons
- Finish making food
- Remember to have a Great Time!