

Teen Birthday Party Planning Checklist

6-8 Weeks Before Party Day

- Create a party budget
- Select the party date and start (arrival) time
- Choose a party theme
- Create a party guest list
- Choose and purchase the party invitations
- Choose and purchase the party supplies
- Choose and purchase the party tableware
- Choose and purchase the party favors

3-4 Weeks Before Party Day

- Plan the party menu
- Create a party shopping list, based on your menu
- Mail out the party invitations
- Plan the party activities and games

2-3 Weeks Before Party Day

- Create a party timeline
- Update RSVP's on the party guest list, as they come in
- Take inventory of tables and chairs you'll need for the party
- Arrange to borrow or purchase tables and chairs, if needed
- Order the birthday cake

1 Week Before Party Day

- Purchase any non-perishable party foods and beverages
- Purchase birthday cake candles, if you need them
- Contact any party guests who have not RSVP'd
- Choose the party music
- Prepare any party foods that can be safely frozen
- Make any DIY party decorations

2 Days Before Party Day

- Heavily clean the party area
- Put together the party favor bags
- Clean out the refrigerator to make ample space for the party food
- Purchase any perishable party foods and beverages
- Test out any camera equipment to ensure it is in working order

- Ensure the camera equipment has batteries that are fully charged
- Pick up any party items that you may be borrowing, like tables and chairs

1 Day Before Party Day

- Clean the party area
- Clean the bathrooms
- Prepare any party foods that will safely stay good until tomorrow
- Child-proof the party area, if you are having younger party guests
- Set out the party favor bags

Party Day

- Pick up the birthday cake
- Purchase several bags of ice for the cooler
- Decorate the party area
- Prepare any party foods that are perishable
- Set up the party activities and games
- Make sure the bathrooms have enough toilet paper, hand soap and towels