

TALL PAUL'S BIRTHDAY PARTY CHECKLIST

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**FOLLOW THESE STEPS AND REDUCE STRESS, BRING PEACE,
AND MAKE YOUR CHILD'S SPECIAL DAY MORE ENJOYABLE FOR EVERYONE!**

3 MONTHS BEFORE THE PARTY

- ___ PICK A THEME
- ___ CHOOSE A DATE
- ___ BOOK FACILITY (IF NEEDED)
- ___ BOOK ENTERTAINMENT (IF NEEDED)
- ___ OTHER _____

6 WEEKS BEFORE THE PARTY

- ___ MAKE INVITATION LIST
- ___ CREATE INVITATIONS
- ___ PLAN ACTIVITIES/FOOD
- ___ ORDER ACCESSORIES
- ___ RENT SUPPLIES
- ___ OTHER _____

2-3 WEEKS BEFORE THE PARTY

- ___ SEND OUT INVITATIONS
- ___ ORDER CAKE/FOOD
- ___ MAKE SUPPLY LIST
- ___ OTHER _____

1 WEEK BEFORE THE PARTY

- ___ SEND REMINDERS
- ___ ASK FRIENDS TO HELP
- ___ BUY EVERYTHING ON SUPPLY LIST
- ___ ASSEMBLE PARTY BAGS
- ___ OTHER _____

3 DAYS BEFORE THE PARTY

- ___ ORDER BALLOONS
- ___ PREPARE GAMES
- ___ BUY DRINKS/WATER
- ___ LOCATE COOLER
- ___ GRAB LAWN SIZE GARBAGE BAGS
- ___ OTHER _____

1 DAY BEFORE THE PARTY

- ___ PICK UP CAKE/CANDLES
- ___ BUY ICE
- ___ DECORATE (IF IN YOUR HOME)
- ___ CHARGE CAMERA/CLEAR MEMORY CARD
- ___ ASK FRIENDS TO BRING CAMERAS
- ___ PEN/PAPER FOR GIFT RECORDING
- ___ OTHER _____

DAY OF THE PARTY

- ___ PICK UP BALLOONS
- ___ FILL COOLER
- ___ DECORATE (IF AT FACILITY)
- ___ PREPARE TABLE FOR GIFTS
- ___ PUT OUT FOOD
- ___ HAVE LIGHTER/MATCHES HANDY
- ___ GIVE OUT GOODIE BAGS
- ___ GET HELP FOR CLEAN UP (KIDS)
- ___ OTHER _____

24 HOURS AFTER THE PARTY

- ___ SEND THANK YOU NOTES
- ___ RETURN ANYTHING BORROWED/RENTED