



# Baby's First Birthday Party Checklist

## Important Decisions

- ☐ Choose a theme
- ☐ Set a budget
- ☐ Pick a location
- ☐ Set a date and time
- ☐ If outside, plan a backup for bad weather
- ☐ Plan any games or activities



## Invitations

- ☐ Create a guest list
- ☐ Prepare invitations
- ☐ Send invitations
- ☐ Follow up with non-RSVPs



## Last-Minute Prep

- ☐ Make any DIY décor
- ☐ Decorate
- ☐ Prepare food and drinks
- ☐ Set up games and activities
- ☐ Set up eating area



## After the Party

- ☐ Send thank-you cards



## At the Party

- ☐ Take photos
- ☐ Have fun!



## Call, Book, or Reserve

- ☐ Order any food or dessert
- ☐ Reserve the venue
- ☐ Reserve equipment and vendors (tables, chairs, photographer, photo booth, etc.)
- ☐ Confirm all reservations one week prior



## Shopping



- ☐ Perishable food
- ☐ Non-perishable food
- ☐ Drinks
- ☐ Candles
- ☐ Plates, glasses, tableware
- ☐ Thank-you cards
- ☐ Party favors
- ☐ Décor

## Food

- ☐ Plan a menu
- ☐ Create a shopping list
- ☐ Confirm caterer (if using one)

