



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)

