



# 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 favours
- Décor

## Food



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