



# CHECKLIST

Like any big celebration, there is a lot to plan, organize and buy before a children's birthday party. We've made a small checklist for you, so that nothing is forgotten on the big day. You can print it out in a flash and check things off.

## RECOMMENDED TIME:

## TO DO:

3 weeks before

- Set a date
- Select guests
- Select a theme
- Design invitations

2 weeks before

- Distribute invitations
- Select games and plan celebration schedule
- Plan food and drinks
- Plan party bag fillers

1 week before

- Buy decorations and party accessories
- Buy party bag fillers

1 day before

- Buy ingredients for food and drinks
- Bake/buy cake or muffins
- Prepare party bag fillers
- Prepare games and treasure hunt

Day of the party

- Decorate
- Prepare food, drinks and cake
- Celebrate, enjoy and relax!



**HABA**<sup>®</sup>