

PARTY Checklist

Event Details

Date _____ Time _____

Theme _____

Party Planning Basics:

- ☐ Choose a date and time
- ☐ Pick a fun theme
- ☐ Set your budget
- ☐ Make a guest list
- ☐ Send invitations + RSVP list
- ☐
- ☐

Decorations:

- ☐ Plan decorations (balloons, banners, DIY decor)
- ☐ Purchase and prepare decorations
- ☐ Themed tablecloth
- ☐ Themed plates, cups, napkins, utensils
- ☐
- ☐

Games & Activities:

- ☐ Choose 3–5 outdoor games + indoor backups
- ☐ Gather game supplies
- ☐ Set up shady rest areas or cooling spots
- ☐ Prize bin or reward station
- ☐ DIY crafts or edible activity stations

Food & Drinks

- ☐ Prep kid-friendly snacks
- ☐ Prep main meal
- ☐ Make or chill drinks
- ☐ Set up a self-serve snack or drink stations
- ☐ Pack coolers/ice trays for outdoor serving

Other Essentials:

- ☐ Sunscreen & bug spray
- ☐ Trash bags or bins set out
- ☐ Napkins, wipes, and paper towels
- ☐ Music playlist ready to go
- ☐ Speakers

Optional Extras:

- ☐ Party favors or goodie bags
- ☐ Camera/phone for photos + chargers
- ☐ Seating
- ☐ First Aid Kit
- ☐

Notes
