

Kid's Birthday Party PLANNING GUIDE

TIMELINE

6 WEEKS BEFORE

- Pick a date
- Choose a theme
- Make a guest list
- Decide on a location
- Pick digital or tangible invites



2 WEEKS BEFORE

- Determine party activities/games
- Order decorations
- Order party supplies
- Order food
- Create agenda for party
- Arrange care for pets and/or siblings

1 DAY BEFORE

- Set up and decorate
- Assemble party favors
- Make or pick up cake
- Gather materials for games
- Wrap birthday presents
- Make a last-minute shopping trip (if needed!)

DAY OF PARTY

- Set up food and games
- Put out party favors
- Turn on music
- Set out notepad and pen for writing down gifts
- Rest!



ATTENDEES

The more attendees at the party, the more coordination and resources will be needed. The younger the kids, err on the side of less children. Inviting your child's entire class can be fun but is never necessary.

Decide if the party will be for your child's friends or family. Also, be clear if families are invited or just your child's friend.

LENGTH

1.5-2 hours is the ideal length for a kid's party. The younger the kids, the shorter the party should be. If the party is longer than two hours, be sure to provide lots of entertainment and snacks!

ENTERTAINMENT

Games and activities are a hit for kids of all ages. Piñatas, pin the tail on the donkey, and musical chairs are classic birthday party games that never get old! Be sure to provide entertainment as well as unstructured playtime for kids to be silly and play freely with each other.

DETAILS

AGENDA

15 minutes: Friends and family arrive

15 minutes: Free play/snacks

30 minutes: Organized game/activity

15 minutes: Sing "Happy Birthday"/cake

30 minutes: Open presents

15 minutes: Free play/friends and family depart