

THE FEELING

What should guests remember about this celebration?

GUEST SNAPSHOT

approx. count · ages · accessibility · dietary needs

BUDGET ANCHORS

- ☐ space
- ☐ food + drink
- ☐ cake / dessert
- ☐ decor
- ☐ activities
- ☐ favors / extras

MUST-HAVES

ONE WOW MOMENT

SKIP ON PURPOSE



birthday party timeline

A calm sequence from idea to cleanup.

4+ WEEKS

- ☐ Choose date / time
- ☐ Set budget
- ☐ Make guest list
- ☐ Book venue / activity if needed
- ☐ Choose simple theme or palette
- ☐ Send invitations

1-2 WEEKS

- ☐ Confirm headcount
- ☐ Plan food and dessert
- ☐ Choose music / activities
- ☐ Order or print decor
- ☐ Gather serving supplies
- ☐ Plan photo moments

48 HOURS

- ☐ Shop perishables
- ☐ Prep make-ahead food
- ☐ Set out serving pieces
- ☐ Charge camera / phone
- ☐ Create setup zones
- ☐ Check weather / backup plan



birthday party timeline

A calm sequence from idea to cleanup.

DAY OF

- ☐ Set up one zone at a time
- ☐ Put drinks where guests can self-serve
- ☐ Hide packaging / clutter
- ☐ Light / music check
- ☐ Take one photo before guests arrive
- ☐ Enjoy the party

AFTER

- ☐ Save cards / keepsakes
- ☐ Send thank-yous
- ☐ Store reusable decor
- ☐ Note what worked

MY TIMELINE

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____