



**DIY PARTY CENTRAL**



**BIRTHDAY PARTY  
CHECKLIST**

# Welcome

*We are here to make party planning even easier, and have put together this handy checklist to make sure you are prepared for the big day. Using this is easy. Simply print it off and keep it close. Put it up somewhere in your home that is easy to access, and tick it off as you go.*

# CHOOSE A THEME

Before you even start the planning, you need a theme in mind. This will shape the entire party! Here are some themes to choose from for a little inspiration:

- Colour: black & white, gold
- Location: Paris, Milan, Australia
- TV Show: Bluey, Wiggles
- Time period: '80s, Gatsby
- Hollywood
- Ballerina
- Famous dead people
- Movies: Star Wars, Disney
- Masquerade Ball
- Superheroes
- Pamper Party
- Pyjama Party
- Disco
- What I want to be...
- Starting with letter of name
- Circus
- Enchanted Forest
- Dinosaur
- Murder Mystery
- Pirate
- Toga
- Wild West
- Tropical
- Fire & Ice

NOTES

# WORK OUT DETAILS

## VENUE

### TASK CHECKLIST

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- PICK A VENUE
- DECIDE DATE
- MAKE GUEST LIST

## INVITATIONS

### TASK CHECKLIST

It is best to send invitations about three weeks before a party. You can send them up to six weeks earlier, or just two weeks beforehand.

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- WHAT
- WHERE
- WHEN
- TIME
- RSVP
- THEME

# DECORATIONS

Now the fun part! Start sourcing those decorations for the big day. Tick off which ones you will be using and make notes of any extras.

- Bunting
- Streamers
- Backdrop
- Garland
- Balloons
- Paper fans
- Table cloth
- Tinsel
- Honeycomb balls
- Lanterns
- Posters
- Wall stickers
- Cardboard cutouts
- Flowers
- Light box
- Table runner
- Food signs
- Wall signs
- Cake stand
- Confetti
- Props (for your theme)
- Lights
- Light Letters
- Milestone poster

NOTES



# ENTERTAINMENT CHECKLIST



PASS THE PARCEL



PINATA



MUSIC



PIN THE TAIL



SACK RACES



EGG AND SPOON RACE



BALL TOSS



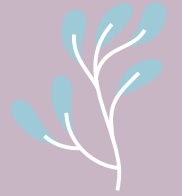
PAID PARTY  
ENTERTAINER



FACE PAINTING



# FOOD CHECKLIST



## Savoury

- Meat pies \_\_\_\_\_
- Sausage rolls \_\_\_\_\_
- Quiche \_\_\_\_\_
- Veggies and dip \_\_\_\_\_
- Chips \_\_\_\_\_
- Sandwiches \_\_\_\_\_
- Pizza scrolls \_\_\_\_\_

## Sweet

- Fairy bread \_\_\_\_\_
- Chocolate strawberries \_\_\_\_\_
- Fruit salad \_\_\_\_\_
- Biscuits \_\_\_\_\_
- Cupcakes \_\_\_\_\_
- Jelly \_\_\_\_\_
- Mousse \_\_\_\_\_

## Cake

- Style picked \_\_\_\_\_
- Baker locked in (or you!) \_\_\_\_\_
- Ingredients checklist made \_\_\_\_\_
- Decorations \_\_\_\_\_
- Candles \_\_\_\_\_
- Transport to venue \_\_\_\_\_
- Lots of photos! \_\_\_\_\_

## Lollies

- Marshmallows \_\_\_\_\_
- Snakes \_\_\_\_\_
- Lollipops \_\_\_\_\_
- Chocolates \_\_\_\_\_
- Fairy floss \_\_\_\_\_
- Freckles \_\_\_\_\_
- Bananas \_\_\_\_\_

# PRACTICAL ITEMS

Now the fun part! Start sourcing those decorations for the big day. Tick of which ones you will be using and make notes of any extras.

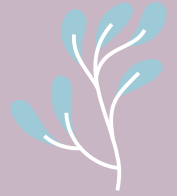
NOTES

- Party table
- Napkins
- Cups
- Drinks
- Plates
- Cutlery
- Table cloth
- Cake knife
- Cake server
- Candles
- Matches
- Serving utensils
- Present table/area
- Party bags
- Thank you cards





# Party BAGS



## Toys

- Whistles \_\_\_\_\_
- Yo-yo \_\_\_\_\_
- Matchbox cars \_\_\_\_\_
- Lego \_\_\_\_\_
- Bracelets \_\_\_\_\_
- Lipgloss \_\_\_\_\_
- Sticky hands \_\_\_\_\_

## Lollies

- Freddo Frogs \_\_\_\_\_
- Lollipops \_\_\_\_\_
- Whizz Fizz \_\_\_\_\_
- Trolli \_\_\_\_\_
- M&Ms \_\_\_\_\_
- Snakes \_\_\_\_\_
- Jelly beans \_\_\_\_\_

## Craft

- Playdoh \_\_\_\_\_
- Stickers \_\_\_\_\_
- Colouring pencils \_\_\_\_\_
- Slime \_\_\_\_\_
- Crayons \_\_\_\_\_
- Novelty pen \_\_\_\_\_
- Stamps \_\_\_\_\_

## Practical

- Books \_\_\_\_\_
- Novelty cup \_\_\_\_\_
- Bag tag \_\_\_\_\_
- Straw \_\_\_\_\_
- Book mark \_\_\_\_\_
- Bubbles \_\_\_\_\_
- Pencil case \_\_\_\_\_

# Celebrate

*Once the big day arrives, it's time to celebrate! Go back through the checklist before the party and make sure you have everything you need. And don't forget to take LOTS of photos.*