

BIRTHDAY PARTY CHECKLIST



4-6 WEEKS BEFORE

- Decide on a party date and time
- Estimate guest count
- Choose a party type (at home vs. venue)
- Book your venue and secure your spot
- Review what the venue provides
- Confirm age range and activity fit for guests

2-3 WEEKS BEFORE

- Finalize guest list
- Send invitations (digital or printed)
- Confirm food and drink options
- Ask about waivers or forms needed
- Choose a theme (optional)
- Plan cake or dessert

1 WEEK BEFORE

- Follow up with guests for RSVPs
- Confirm final headcount with the venue
- Review party timeline and schedule
- Plan simple decorations (if needed)
- Confirm arrival time and parking details
- Prepare any special requests (allergies, accommodations)

1-2 DAYS BEFORE

- Pick up cake or cupcakes
- Prepare a list of guest names
- Review venue rules and expectations
- Charge your phone for photos
- Set reminders for arrival time

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