

FIRST BIRTHDAY

Checklist

Your little one is about to turn a year old! Whether you're in denial that your baby is growing up, or excited to be past the infant stage, you're probably planning a party. Here are the things you need to think about to throw a great bash (and keep your sanity)!

It's _____ First Birthday Party!

6 - 8 WEEKS AHEAD OF TIME:

- ☐ Pick a date and time (remember to plan around nap time!)
- ☐ Put together your guest list
- ☐ Select your venue
- ☐ Pick a theme
- ☐ Create and send out invitations (either paper or electronic!)

*Bonus tip: it's okay to include some guidance around gifts on the invite – people would much rather get what your little one wants or needs, they just need to know what that is!

4 - 6 WEEKS AHEAD OF TIME:

- ☐ Plan and make/get decorations and supplies for party favors
- ☐ Plan a menu
- ☐ Decide on any party games or activities you want to have
- ☐ Recruit helpers!

2 - 4 WEEKS AHEAD OF TIME:

- ☐ Order your cake or cupcakes (don't forget a smash cake!)
- Make sure that you have enough
- ☐ Plates
 - ☐ Silverware
 - ☐ Napkins
 - ☐ Garbage bags
 - ☐ Borrow or buy serving dishes (cake stands, trays, etc.)
 - ☐ Order a wonderful personalized gift from Put Me In The Story!

1 WEEK AHEAD OF TIME:

- ☐ Deep clean the house (if hosting at home)
- ☐ Buy any non-perishable food items
- ☐ Put together party favors
- ☐ Create a timeline for food prep
- ☐ Finalize RSVPs

THE DAY BEFORE:

- ☐ Put up decorations (including balloons) and stage your tables
- ☐ Tidy up (this is a great job for spouses and older siblings!)
- ☐ Childproof the party area
- ☐ Finish prepping/picking up food (don't forget the ice!)
- ☐ Print out a gift tracker sheet

THE DAY OF:

- ☐ Pick up the cake
- ☐ Open the champagne
- ☐ Make wonderful new memories!

Happy
Birthday!

FROM PUT ME IN THE STORY