

Make use of this comprehensive birthday party checklist to ensure that you have it all covered. Creativity, simplicity, detailed party planning makes for a successful birthday party. Whether you are having a small 1st birthday party at your home or a snazzy party that involves a party planner, birthday entertainment such as a clown, puppet show or magician, it will all come together the moment you add your own magic!

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| **Description: first-things2.jpg** | **Description: check.jpg** |
| Theme |  |
| Venue |  |
| Guest list |  |
| Create / write invitations |  |
| Send out invitations |  |
| Description: party-food.jpg |  |
| Party food and drinks for the kids |  |
| Snacks and drinks for the parents |  |
| Birthday Cake, candles and matches |  |
| Party Packs |  |
| Tupperware dish for leftovers |  |
| Description: party-decor.jpg |  |
| **Description: general.jpg** |  |
| Balloons & string/ribbon |  |
| Theme-related decor |  |
| Flowers |  |
| Tables & table clothes |  |
| Chairs |  |
| Table / basket for gifts |  |
| Wet wipes |  |
| **Description: catering-decor.jpg** |  |
| Paper plates |  |
| Paper cups |  |
| Crockery & cutlery for adults |  |
| Serviettes |  |
| Description: activities.jpg |  |
| Games & prizes |  |
| Entertainment (puppet show, reptile show, clown, magician etc.) |  |
| Equipment hire (jumping castle, candy floss machine etc.) |  |
| Description: double-check.jpg |  |
| RSVP’s |  |
| Confirm booking a week prior to the party |  |
| Camera |  |
| Video camera |  |
| **Description: nice-thing.jpg** |  |
| Thank you notes |  |