

# FIRST BIRTHDAY CHECKLIST

## TO DO'S & RECOMMENDED SUPPLIES

1. Pick a theme
2. Create the guest list
3. Decide on a venue
4. Mail invites out 4-6 weeks ahead of time
5. Plan a menu
6. Order or purchase supplies for a cake
7. Pick a Party Outfit: Head piece, dress, bib, extra outfit for before or after the Smash Cake
8. Purchase decorations: center pieces, highchair, balloons, front door or mailbox
9. Create a music playlist
10. Book any entertainment or photographers
11. Order any custom printables
12. Create a party time table (Food at 1:00, Cake at 2:30. Presents to Follow)

## TABLE SUPPLIES

- Napkins
- Forks, Knives, Spoons
- Dinner Plates
- Ice cream Bowls
- Dessert Plates
- Table Clothes
- Serving Utensils for Cake & Ice cream
- Serving Utensils for Food
- Cups
- Straws
- Candy or Dessert Buffet

## CAKE

- Cake Toppers
- Cake Candles
- Smash Cake
- Cake for Guests

## **PARTY FAVORS & PRIZES**

- Goodie Bags
- Candy
- Toys & Trinkets
- Prizes for any Games
- Crafts or Supplies

## **DECORATIONS**

- Highchair Decorations
- Backdrop for the Highchair
- First Birthday Board of Likes
- Baby's First Year of Photos
- Party Hats
- Balloons
- Center Pieces
- Door or Lawn Decoration

## **OTHER:**

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# **GENERAL PLANNING**

**THEME:**

**VENUE:**

**MAIL INVITATIONS BY:**

**DECORATION PLANS:**

**MENU PLANS:**

**ACTIVITIES, GAMES, OR CRAFTS:**

# SHOPPING LIST

## TABLE SUPPLIES, DECORATIONS & PARTY FAVORS

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## FOOD

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## DRINKS

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## NOTES: