

THE ADULTS BIRTHDAY PARTY



- Pick a date
- Choose a venue
- Set your budget
- Write your guest list
- Create a gift wish list in case people would like ideas
- Choose a theme/colour scheme
- Make a list of decorations, prizes and props you will need
- Make or order your invitations
- Select a caterer or
- Decide on a menu
- Order the cake
- Send invitations
- Confirm there will be enough tables and chairs
- Buy decorations, props and prizes
- Gather RSVP's
- Write out thank you notes & place cards (if required)
- Confirm venue (if not at a home)
- Confirm details with caterer (if required)
- Prepare a shopping list
- Buy food and drinks (if required)
- Make a plan to transport gifts home
- Clean the house (if party is at home)
- Pick up the cake
- Pick up balloons
- Hang/set up/place decorations
- Set tables
- If at a venue, arrive earlier to check all is in order
- Create a space for gifts
- Chill the drinks
- Put out snacks (not cooked food)
- Do a final once over and you're good to go!

