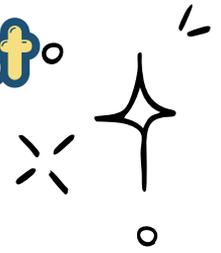


Teen Party Planning Checklist



Everything you need. Nothing you'll forget.

Party for: _____

Date: _____

Age: _____

6+ WEEKS BEFORE

- Choose a party theme / vibe
- Set your budget
- Decide on date & time
- Book venue (if needed)
- Create the guest list
- Order / make invitations

DAY BEFORE

- Buy fresh food & perishables
- Make / collect the cake
- Blow up balloons / set up decor
- Prep any food in advance
- Charge cameras / bring lights
- Tidy the party space

3-4 WEEKS BEFORE

- Send invitations(digital or paper)
- Book any entertainment / workshop
- Plan the food & drinks menu
- Order birthday cake
- Buy / plan decorations
- Confirm numbers with RSVP date

DAY OF THE PARTY

- Setup food table & decorations
- Create a backdrop for photos
- Set up music / Bluetooth speaker
- Hide the birthday cake
- Brief any adult helpers
- Welcome guests as they arrive!

1 WEEK BEFORE

- Chase any missing RSVPs
- Buy non-perishable food & drinks
- Source party bags / prizes
- Prep any DIY decorations
- Plan the party playlist
- Sort out sleeping bags (if sleepover)

AFTER THE PARTY

- Share photos in the group chat
- Send thank-you messages
- Return any borrowed items
- Write down what worked well
- Save any leftover decorations
- Enjoy the peace and quiet! ■

NOTES & IDEAS:
