

BIRTHDAY EVENT TIMELINE

Guest of Honor: _____

Event Date: _____

Theme: _____

Venue: _____

TIMELINE	KEY PLANNING TASKS	DONE
6-8 Weeks Before	Set budget, draft guest list, book venue, and choose theme.	
4 Weeks Before	Send invitations, order cake, and book entertainment or vendors.	
2 Weeks Before	Purchase decorations, plan menu, and buy party favors.	
1 Week Before	Confirm RSVPs, finalize playlist, and grocery shop for food.	
2 Days Before	Prepare DIY decor, assemble favors, and start food prep.	
Day Of Event	Pick up cake, set up venue, and welcome guests.	

Notes & Reminders