

First Birthday Party Planning Checklist

A simple, stress-free timeline to help you prepare ahead and stay fully present on party day.

8–10 Weeks Before

- Choose party theme and color palette
- Decide location and guest list
- Set date and nap-friendly time
- Book photographer, cake baker, balloons, or rentals

6–7 Weeks Before

- Design and send invitations
- Plan party layout (cake table, seating, activities)
- Create décor and supply list

4–5 Weeks Before

- Order décor and balloon supplies
- Finalize cake design and size
- Plan simple menu and serving pieces

3 Weeks Before

- Choose birthday outfit and family outfits
- Prepare wishes, prayers, or keepsake cards
- Plan milestone display or memory items

2 Weeks Before

- Confirm vendors and delivery times
- Create a simple party-day schedule
- Assign helpers if available

1 Week Before

- Assemble and label décor bins
- Prep food where possible
- Wash and set aside outfits

2–3 Days Before

- Complete grocery pickup
- Charge camera, phone, and speaker
- Confirm cake pickup or delivery

Day Before

- Set up tables, backdrop, balloons, and activities
- Style cake table (leave space for cake)
- Rest early and slow down

Party Day

- Get dressed early and keep baby on routine

- Add final décor touches
- Put the checklist away and enjoy the moment