

Birthday party checklist and budget sheet

Throw a party your child will remember without a last-minute rush or a surprise bill. Work down the countdown, and fill in the budget on the next page before you book anything.

Party date _____ Time _____ Venue _____

1 The countdown

- ☐ **4 weeks before**
- Agree the theme, guest count and budget with your child
Fewer guests is the biggest saving.
- ☐ **4 weeks before**
- Book the venue or function room, and any entertainer
Weekend slots go first. Ask what is included and the cancellation terms.
- ☐ **3 weeks before**
- Send invitations with an RSVP date and any allergy question
- ☐ **3 weeks before**
- Order the cake
Note the collection time and how to keep it cool.
- ☐ **1 week before**
- Confirm numbers with the venue or caterer
- ☐ **1 week before**
- Buy goodie-bag fillers, candles, plates and decorations
- ☐ **2 days before**
- Pack goodie bags, plan two games and make a playlist
- ☐ **2 days before**
- Ask one adult to take photos and one to run the games
- ☐ **Party day**
- Arrive early to set up, with a bin bag and a first-aid kit
- ☐ **Party day**
- Sing, cut the cake, and take one photo of the birthday child with each guest
- ☐ **After**
- Thank-you notes or messages, and note what you would do again

Party bag checklist

- ☐ Candles and a lighter
- ☐ Cake knife and serviettes
- ☐ Tape, scissors, a marker
- ☐ Wet wipes and bin bags

Allergies and dietary needs

Party budget and guest list

Write an estimate for each line before you book, then the actual as you pay. Get quotes in writing; the Birthday Party Planner gives editable starting estimates.

Item	Estimate	Actual	Paid or deposit
Venue or function room	S\$	S\$	
Food for children	S\$	S\$	
Food for adults	S\$	S\$	
Cake	S\$	S\$	
Drinks	S\$	S\$	
Decorations and balloons	S\$	S\$	
Goodie bags	S\$	S\$	
Entertainer or activity	S\$	S\$	
Plates, cups, cutlery	S\$	S\$	
Transport	S\$	S\$	
Other	S\$	S\$	
Total	S\$	S\$	

1 Guest list and RSVPs

Guest	Coming?	Guest	Coming?

Cost per child: total actual cost divided by the number of children who came. Booking a condo function room or void deck? Check the booking rules with your management office or Town Council first.