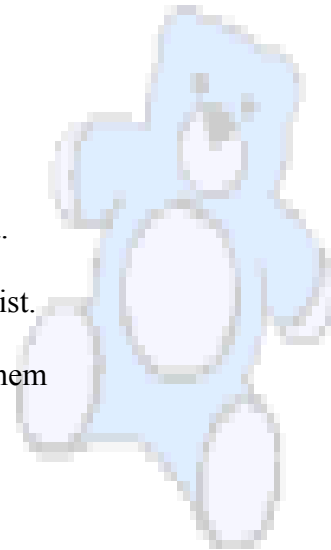
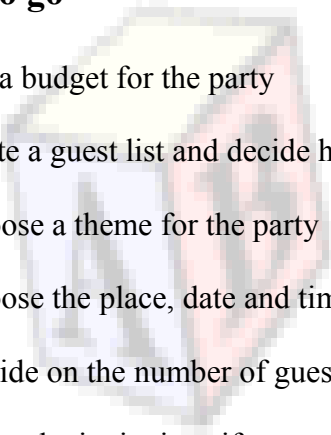


## 1st Birthday Ideas Planner

### 6 weeks to go

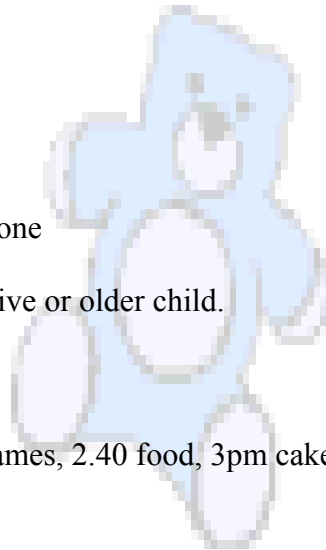
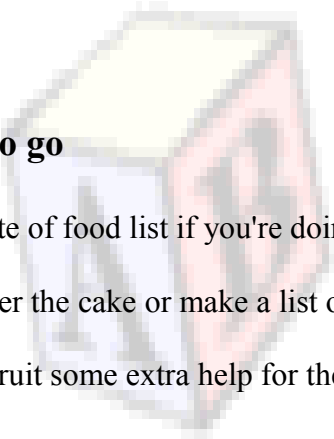
- Fix a budget for the party
- Write a guest list and decide how many to invite
- Choose a theme for the party
- Choose the place, date and time the party will be held.
- Decide on the number of guests and develop a guest list.
- Order the invitations if you are going to personalise them
- Book a photographer or entertainer if needed



### 4 weeks to go

- Write and deliver the 1<sup>st</sup> birthday invitations
- Print out your guest list and check off RSVP's as they come in
- Start shopping for 1st birthday supplies

√		√	
	Napkins		
	Tablecloth		
	Plates		
	Cups		
	Cutlery		
	Balloons		
	Banners		
	Confetti		
	Party Hats		
	Streamers		
	Candles		



**3 weeks to go**

- Write of food list if you're doing food
- Order the cake or make a list of ingredients if buying one
- Recruit some extra help for the party day, friend, relative or older child.

**1 week to go**

- Write down the party format (ie arrive at 2pm, 2.20 games, 2.40 food, 3pm cake, 3.30 finish)
- Call any guests who haven't responded
- Make any food you can ahead of the party to freeze

**3 days to go**

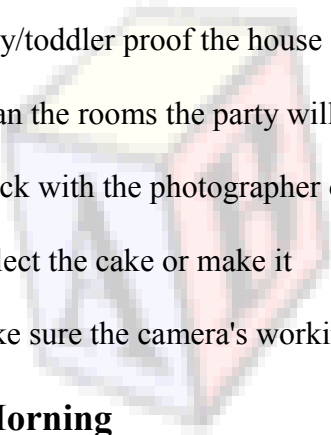
- Shop for food and drink

√	Shopping List	√	Shopping List



## 1 day to go

- Baby/toddler proof the house
- Clean the rooms the party will be held in
- Check with the photographer or entertainer and confirm arrangements
- Collect the cake or make it
- Make sure the camera's working!



## On the Morning

- Put up the party decorations
- Fix ballons to the door or gate so people know where the party is
- Set the table and decorate.
- Put the candle on the cake and hide the matches somewhere safe
- Put out the food
- Move pets out of the area
- Get your baby ready
- Enjoy the party!

