

■ Birthday Party Checklist ■

Your complete guide to a stress-free, unforgettable celebration!

Party Name / Theme: _____ Party Date: _____

■ 6–8 WEEKS BEFORE THE PARTY

- Choose a theme (princess, superhero, dinosaurs, unicorn, etc.)
- Set a budget and start a running cost tracker
- Pick the venue (backyard, park, party hall, community center)
- Reserve your inflatable bounce house / inflatable slide / combo unit** — popular dates book fast!
- Ask the inflatable rental company about space requirements, power needs, and setup time
- Confirm inflatable rental includes delivery, setup, and takedown
- Send save-the-dates or create an event page
- Book any additional entertainment (DJ, face painter, magician, pony rides)

■ 3–4 WEEKS BEFORE

- Send formal invitations (include RSVP deadline, address, parking info)
- Order or plan the birthday cake / cupcakes / dessert bar
- Plan the menu — food, snacks, and drinks
- Order themed decorations: balloons, banners, tablecloths, centerpieces
- Purchase party favors for guests
- Arrange tables, chairs, tents, or canopy rental if needed
- Plan party activities and games beyond the inflatable
- Create a party day timeline / run-of-show

■ 1–2 WEEKS BEFORE

- Follow up with RSVP guests for final headcount
- Confirm inflatable rental booking — reconfirm delivery time and address
- Review inflatable safety rules and share with parents attending
- Buy candles, matches/lighter, cake toppers
- Prepare party bags / favor boxes
- Gather supplies: plates, napkins, cups, utensils, serving dishes
- Plan a rain backup or ask inflatable company about weather policies
- Charge cameras and/or hire a photographer
- Assign a helper or two for setup day

■ DAY BEFORE THE PARTY

- Confirm inflatable delivery window — have a clear, flat area ready
- Decorate the venue (balloons, banners, table settings)
- Prep any food that can be made ahead; refrigerate
- Set up activity stations and game supplies
- Charge phones and cameras
- Lay out party clothes and birthday outfit
- Print or display the party schedule
- Get a good night's sleep — you've got this!

■ DAY OF THE PARTY

- Be present for inflatable delivery and inspect before guests arrive
- Ensure inflatable is properly anchored and safety entrance is clear
- Establish and communicate inflatable safety rules to all children
- Assign an adult to supervise the inflatable at all times
- Set up food and drink tables
- Put out party favors and decorations
- Greet guests and direct them to activities
- Capture the magic — photos and videos!
- Serve food, cut the cake, sing happy birthday
- Open gifts (if planned) and thank guests
- Be available when inflatable rental company comes to pick up

■ INFLATABLE RENTAL QUICK CHECKLIST

- Confirmed rental company name: _____
- Inflatable type (bounce house, slide, combo, obstacle course): _____
- Rental date: _____ Delivery time: _____ Pickup time: _____
- Deposit paid? Yes Balance due: \$_____ Payment method: _____
- Space dimensions confirmed: _____ ft x _____ ft (flat surface required)
- Power outlet within 100 ft OR generator arranged: Yes
- Signed rental agreement / liability waiver: Yes
- Contact number for day-of emergencies: _____
- Weather cancellation / rescheduling policy reviewed: Yes

■ AFTER THE PARTY

- Confirm inflatable was picked up and area is clear
- Send thank-you notes or messages to guests within 1 week
- Share photos with family and friends
- Write down what worked great and what to improve for next year
- Leave an online review for vendors you loved (inflatable company, bakery, etc.)
- Store leftover decorations and supplies for future parties

■ *Happy Planning! Print this checklist, check off each item, and get ready to celebrate!* ■