

CHECKLIST FOR PLANNING A BIRTHDAY/SURPRISE PARTY

PARTY TIMELINE:

- CREATE A TIMELINE WITH SPECIFIC TIME SLOTS FOR ACTIVITIES.
- SHARE THE TIMELINE WITH ANY HIRED PROFESSIONALS TO ENSURE COORDINATION.

GUEST LIST:

- CREATE A LIST OF CLOSE FRIENDS AND FAMILY MEMBERS WHO SHOULD BE INVITED.
- COORDINATE WITH ATTENDEES TO ENSURE THEIR AVAILABILITY. GET RSVPS

VENUE SELECTION:

- CHOOSE A VENUE THAT THE BIRTHDAY PERSON FREQUENTS OR WOULD APPRECIATE.
- CONSIDER A LOCATION THAT CAN ACCOMMODATE THE SURPRISE REVEAL.
- CONFIRM THE PARTY VENUE AND ENSURE IT SUITS THE EXPECTED NUMBER OF GUESTS.
- CONSIDER ANY PERMITS OR RESERVATIONS NEEDED FOR OUTDOOR OR RENTED VENUES.

INVITATIONS:

- DESIGN AND SEND INVITATIONS AT LEAST 2-3 WEEKS IN ADVANCE.
- INCLUDE DATE, TIME, VENUE, RSVP DETAILS, AND ANY SPECIFIC INSTRUCTIONS.
- EMPHASIZE THE IMPORTANCE OF KEEPING THE PARTY A SECRET IN THE INVITATIONS.
- USE CODE NAMES OR A COVER STORY TO MAINTAIN THE SURPRISE ELEMENT.

DECORATIONS:

- PURCHASE OR CREATE DECORATIONS LIKE BANNERS, BALLOONS, AND TABLECLOTHS.
- ENSURE DECORATIONS MATCH THE CHOSEN THEME OR COLOR SCHEME.
- DECORATE THE VENUE WITH A SUBTLE TOUCH TO AVOID AROUSING SUSPICION.
- CONSIDER USING ELEMENTS RELATED TO THE BIRTHDAY PERSON'S INTERESTS OR HOBBIES.

SEATING AND TABLES:

- ARRANGE SEATING FOR GUESTS AND SET UP TABLES FOR FOOD AND DRINKS.
- CONSIDER A SEATING PLAN IF IT'S A FORMAL EVENT.

ENTERTAINMENT:

- PLAN AGE-APPROPRIATE ACTIVITIES OR HIRE ENTERTAINMENT SUCH AS A MAGICIAN OR CLOWN.
- ENSURE THERE'S ENOUGH SPACE FOR GAMES AND ACTIVITIES.
- PLAN ENTERTAINMENT THAT ALIGNS WITH THE BIRTHDAY PERSON'S PREFERENCES.
- ARRANGE SURPRISES LIKE A SPECIAL GUEST APPEARANCE OR PERSONALIZED VIDEOS.

FOOD AND DRINKS:

- CHOOSE THE BIRTHDAY PERSON'S FAVORITE DISHES AND DRINKS.
- COORDINATE WITH THE VENUE OR CATERER TO ENSURE A SEAMLESS DINING EXPERIENCE.
- PLAN A MENU WITH A MIX OF SNACKS, MAIN COURSE ITEMS, AND BEVERAGES.
- CONSIDER DIETARY RESTRICTIONS AND HAVE OPTIONS FOR DIFFERENT PREFERENCES.

CAKE:

- ORDER OR BAKE THE BIRTHDAY CAKE BASED ON THE BIRTHDAY PERSON'S PREFERENCES.
- CHECK FOR ANY DIETARY RESTRICTIONS OR ALLERGIES AMONG GUESTS.

TIMELINE COORDINATION:

- PLAN THE SURPRISE MOMENT CAREFULLY WITHIN THE TIMELINE.
- COMMUNICATE WITH GUESTS TO ARRIVE AHEAD OF TIME FOR THE BIG REVEAL.

PHOTOGRAPHY AND VIDEOGRAPHY:

- HIRE A PHOTOGRAPHER TO CAPTURE THE SURPRISE MOMENT AND CANDID REACTIONS.
- CONSIDER CREATING A VIDEO MONTAGE WITH MESSAGES FROM FRIENDS AND FAMILY.
- ARRANGE A "CLICK LIST" OF MOMENTS TO CAPTURE FOR THE PHOTOGRAPHER.
- SET UP A PHOTO BOOTH WITH PROPS FOR ADDED FUN.

MUSIC:

- CREATE A PLAYLIST OR HIRE A DJ WITH MUSIC SUITABLE FOR THE AUDIENCE.
- TEST SOUND EQUIPMENT IN ADVANCE TO AVOID TECHNICAL ISSUES.

GIFT PRESENTATION:

- COORDINATE A MOMENT FOR PRESENTING GIFTS DURING THE PARTY.
- ENSURE THERE'S A DESIGNATED AREA FOR GUESTS TO LEAVE THEIR GIFTS AND CARDS.

COMMUNICATION PLAN:

- INSTRUCT GUESTS ON HOW TO KEEP THE SURPRISE A SECRET.
- HAVE A BACKUP PLAN IN CASE THE BIRTHDAY PERSON BECOMES SUSPICIOUS.
- COMMUNICATE ANY UPDATED TIMES OR CHANGES WITH RSVP'D GUESTS

DRESS CODE:

- SPECIFY A DRESS CODE FOR GUESTS TO MAKE THE EVENT MORE FESTIVE.
- INFORM THE BIRTHDAY PERSON OF THE DRESS CODE WITHOUT REVEALING THE SURPRISE.

TRANSPORTATION:

- IF NEEDED, ARRANGE TRANSPORTATION FOR THE BIRTHDAY PERSON TO THE VENUE.
- COORDINATE WITH FRIENDS OR FAMILY TO ENSURE A SMOOTH ARRIVAL.

PARTY FAVORS:

- PREPARE PARTY FAVORS THAT ALIGN WITH THE SURPRISE THEME.
- DISTRIBUTE FAVORS AT THE END OF THE PARTY AS A MEMORABLE KEEPSAKE.

CAKE CUTTING TOOLS:

- ENSURE YOU HAVE A CAKE KNIFE AND SERVING UTENSILS.
- PROVIDE PLATES AND NAPKINS FOR GUESTS.

TRASH BINS:

- PLACE STRATEGICALLY LOCATED TRASH BINS FOR EASY DISPOSAL.
- HAVE RECYCLING OPTIONS FOR ECO-FRIENDLY PARTIES.

FIRST AID KIT:

- KEEP A BASIC FIRST AID KIT ON HAND FOR MINOR INJURIES.
- INCLUDE BAND-AIDS, ANTISEPTIC WIPES, AND ANY NECESSARY MEDICATIONS.

THANK-YOU CARDS:

- SEND THANK-YOU CARDS TO GUESTS FOR BEING PART OF THE PARTY/SURPRISE.
- INCLUDE A GROUP PHOTO FROM THE EVENT IF POSSIBLE OR LINK YOUR SOCIAL ACCOUNT THAT YOU CREATED FOR THE EVENT. PRO TIP: MOST PHOTOBOOTH RENTAL UNITS WILL HAVE A QR CODE TO SCAN OR OPT IN TO RECEIVE A TEXT WITH ALL THE PHOTOS FROM THE NIGHT. FUN!

AFTER-PARTY PLAN:

- CONSIDER POST-PARTY ACTIVITIES OR A RELAXING ENVIRONMENT FOR THE BIRTHDAY PERSON.
- ARRANGE TRANSPORTATION BACK HOME IF NEEDED.

REMEMBER TO KEEP THE SURPRISE FACTOR IN MIND THROUGHOUT THE PLANNING PROCESS, AND ADAPT THE CHECKLIST BASED ON THE PREFERENCES AND PERSONALITY OF THE BIRTHDAY PERSON.

