



MY EASY
PARTY

Kids Birthday Party Planning Checklist



One page to plan the party, choose what to DIY and decide where getting help makes sense.

PARTY BASICS

CHILD / NAME	AGE / AGE RANGE	DATE	TIME	GUEST COUNT
LOCATION / SPACE	THEME OR PARTY IDEA	MAIN PRIORITY	BUDGET	\$

GUESTS & INVITATIONS

- ☐ Guest list finalised
- ☐ Invitations sent
- ☐ RSVPs tracked
- ☐ Food / allergy information collected
- ☐ Accessibility or special needs checked

ACTIVITIES & ENTERTAINMENT

- ☐ Main party activity chosen
- ☐ Secondary games / activities planned
- ☐ Entertainment arranged, if needed
- ☐ Music planned, if relevant
- ☐ Backup activity ready

FOOD & CAKE

- ☐ Birthday cake / dessert decided
- ☐ Food or catering decided
- ☐ Snacks and drinks planned
- ☐ Dietary / allergy needs confirmed
- ☐ Serving and cake-cutting supplies ready

DECORATIONS & SETUP

- ☐ Theme styling / decorations planned
- ☐ Tableware / serving setup planned
- ☐ Tables, chairs and equipment checked
- ☐ Rentals reserved, if needed
- ☐ Setup responsibilities decided
- ☐ Cleanup responsibilities decided

NOTES & REMINDERS

DIY OR DELEGATE?

Choose how you'll handle each part, then tick it off once confirmed.

PARTY ELEMENT	DIY	GET HELP	DONE
Cake / dessert	☐	☐	☐
Food / catering	☐	☐	☐
Decorations	☐	☐	☐
Entertainment	☐	☐	☐
Rentals / equipment	☐	☐	☐
Setup / cleanup	☐	☐	☐

SUPPLIER TRACKER

Keep the main contacts and timing in one place.

SERVICE	CONTACT	TIMING / STATUS
Cake		
Catering		
Decor		
Entertainment		
Rentals		

BEFORE THE PARTY

- ☐ Arrival / delivery times confirmed
- ☐ Access / setup instructions confirmed
- ☐ Outstanding supplier requirements checked
- ☐ Weather fallback confirmed, if relevant
- ☐ Final day-of schedule ready

Need a hand with the party?

Browse birthday party suppliers in Toronto with My Easy Party.

myeasyparty.com/toronto/birthday-party/