

# 13-Year-Old Winter Birthday Party Planning Checklist

## 1. Invitations & Guest List

- ☐ Finalize party date & time
- ☐ Set party budget
- ☐ Choose theme
- ☐ Make a guest list
- ☐ Send invitations (paper or digital)
- ☐ Track RSVPs

## 2. Decorations

- ☐ Choose color scheme or theme (e.g., Winter Wonderland, Cozy Cabin)
- ☐ Purchase or DIY decorations
- ☐ Order balloons or banners
- ☐ Set up tableware (plates, cups, napkins)
- ☐ Set up welcome sign or photo booth area

## 3. Activities & Games

- ☐ Choose 2-4 main party games or activities
- ☐ Gather supplies for games (e.g., scavenger hunt clues, karaoke machine)
- ☐ Set up craft table or DIY station
- ☐ Prepare playlist or music setup
- ☐ Arrange cozy lounge/chill area (blankets, pillows)

## 4. Food & Drink

- ☐ Plan main food (pizza, sliders, or hot dogs)
- ☐ Choose snacks (popcorn bar, chips, candy buffet)
- ☐ Decide on drinks (hot cocoa bar, soda, juice)
- ☐ Order or bake the cake
- ☐ Prepare party favors or treat bags

## 5. Final Prep

- ☐ Clean party area

- ☐ Prep camera or phone for photos
- ☐ Set up gift table
- ☐ Confirm any outside help (entertainers, food delivery)
- ☐ Have extra seating or blankets ready