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5-7 weeks in advance

- set a date & time
- prepare guest list
- pick a venue
- choose a theme
- buy invitations
- mail invitations
- make menu

2-3 weeks in advance

- buy or make decor
- purchase baby gift
- buy prizes & favors
- confirm reservations
- reserve rental supplies
- finalize the menu

1 week in advance

- order flowers
- finalize guest list
- get the games ready
- delegate tasks

day before/ day of

- prepare food
- pick up flowers
- work on the decor
- set up the room

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