

PopPop EVENTS

Balloons • Decor • Favors • Event Planning

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The Mom's **PARTY COUNTDOWN CHECKLIST**

A simple, stress-free guide to planning a magical celebration without the last-minute chaos.

Created by PopPop Events - Balloons - Decor - Favors - Event Planning

Inside you will find:

- Week-by-week planning timeline
- Decor and balloon planning guide
- Supply, budget, RSVP, and photo checklists
- Day-before and party-day reminders



First, Choose the Feeling

Before buying decorations or saving 100 ideas, decide how you want the party to feel.

Do you want it to feel playful and colorful? Soft and sweet? Elegant and simple? Big, bold and exciting? Personal and sentimental? Easy, casual, and fun? Once you know the feeling, every decision becomes easier - colors, balloons, food, favors, cake, music, activities, and photos.

My Party Vision

Guest of honor: _____

Occasion: _____

Party date: _____

Party time: _____

Location: _____

Theme or idea: _____

Main colors: _____

Party vibe

- Fun and playful
- Sweet and simple
- Elegant and polished
- Colorful and bold
- Cozy and sentimental
- Other: _____

MOM TIP

Your party does not need to look like everyone else's. The best theme is the one that feels like your family, your child, and the memory you want to make.

4 Weeks Before: Set the Foundation

Make the big decisions and lock in the basics. ■

Checklist

- Choose the date and time
- Pick the party location
- Decide on theme or color palette
- Create your guest list
- Set a realistic party budget
- Decide if you want help with balloons, decor, favors, or setup
- Book vendors needed
- Order or create invitations
- Start a Pinterest board or inspiration folder
- Think about where photos will be taken
- Choose a general food plan
- Decide if you need tables, chairs, linens, or rentals

MOM TIP

Do not wait too long to book balloons or custom decor. Good vendors need advance notice, especially for weekends, holidays, graduations, and busy birthday seasons.

3 Weeks Before: Details Make the Magic

Start shaping the guest experience.

Checklist

- Send invitations
- Confirm the guest list
- Plan your main decor areas
- Choose where balloons or backdrops will go
- Decide on dessert table setup
- Pick party favors, if using them
- Plan simple games or activities
- Order custom items, signs, shirts, cake toppers, or favors
- Book cake, cupcakes, cookies, or desserts
- Create a shopping list
- Check what you already own before buying more
- Decide what can be DIY and what should be delegated

Decor Planning

Main photo area: _____

Cake or dessert table location: _____

Balloon colors: _____

MOM TIP

Pick one wow moment. It could be a balloon garland, backdrop, dessert table, entrance setup, or themed favor station.

2 Weeks Before: Order, Confirm, Simplify

Avoid last-minute scrambling by confirming the details now.

Checklist

- Follow up with guests who have not RSVP'd
- Confirm all vendor details
- Confirm balloon/decor setup time
- Confirm cake or dessert order
- Order or purchase party supplies
- Buy plates, cups, napkins, utensils, candles, and serving items
- Purchase or prep party favors
- Plan your menu
- Create a grocery list
- Decide on music or playlist
- Plan the party flow
- Make sure you have extension cords, tape, scissors, lighter, trash bags, wipes, and paper towels
- Choose outfits for photos

Party Flow

Guest arrival: _____

Cake time: _____

Party ending: _____

MOM TIP

The best parties have a loose flow, not a rigid schedule. Give yourself breathing room so the day feels joyful instead of rushed.

1 Week Before: Finalize the Fun

Check things off, organize supplies, and avoid adding too many new ideas.

- | | |
|---|---|
| <input type="checkbox"/> Confirm final guest count | <input type="checkbox"/> Organize decorations by area |
| <input type="checkbox"/> Confirm vendor arrival and setup times | <input type="checkbox"/> Print signs, games, labels, or activity sheets |
| <input type="checkbox"/> Confirm location access time | <input type="checkbox"/> Charge camera, phone, speaker, or devices |
| <input type="checkbox"/> Finalize food and drink quantities | <input type="checkbox"/> Check weather and rain plan |
| <input type="checkbox"/> Shop for non-perishables | <input type="checkbox"/> Clean or prep party area |
| <input type="checkbox"/> Assemble party favors | <input type="checkbox"/> Make a day-of timeline |

Party Bin Essentials

- | | | |
|--|---|--|
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Paper towels | <input type="checkbox"/> Phone charger |
| <input type="checkbox"/> Tape | <input type="checkbox"/> Wipes | <input type="checkbox"/> Extension cord |
| <input type="checkbox"/> Command hooks | <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> First aid basics |
| <input type="checkbox"/> String/fishing line | <input type="checkbox"/> Extra plates/napkins | <input type="checkbox"/> Cake knife/server |
| <input type="checkbox"/> Lighter or matches | <input type="checkbox"/> Pens or markers | <input type="checkbox"/> Zip-top bags |
| <input type="checkbox"/> Trash bags | <input type="checkbox"/> Safety pins | |

MOM TIP

Put everything for the party in one place. A party bin or basket saves stress when everyone asks, "Where is the tape?" five minutes before guests arrive.

2 Days Before: Prep What You Can

Do the little things now so party day feels easier.

- Pick up or confirm desserts
- Prep food that can be made ahead
- Clean serving trays and dishes
- Organize decor by setup area
- Set aside guest of honor outfit
- Assemble favors
- Print signs or labels
- Check batteries, chargers, and speaker
- Confirm help from family or friends
- Review vendor setup times
- Prepare payment or tips if needed
- Clear space for decor setup
- Put drinks in the fridge
- Check final weather forecast

Help List

Who can help set up? _____

Who can pick up food or cake? _____

Who can take photos? _____

Who can help clean up? _____

MOM TIP

Ask for help with specific tasks. "Can you come early and put drinks in the cooler?" works better than "Can you help?"

The Day Before: Make Tomorrow Easy

Today is about preparation, not perfection.

- Set up tables and chairs if possible
- Lay out tablecloths, serving dishes, and decor
- Prep coolers or drink stations
- Put favors in one place
- Prepare food that can be made ahead
- Pick up cake, desserts, or balloons if needed
- Pack the car if party is off-site
- Create a setup checklist for the morning
- Charge your phone
- Clear storage space for gifts
- Put candles and cake supplies together
- Take a few quiet minutes to breathe

Tomorrow Morning Setup List

- _____
- _____
- _____
- _____
- _____

MOM TIP

Tomorrow will not be perfect, and that is okay. The magic is in the smiles, the photos, the hugs, the laughter, and the memories.

Party Day: Enjoy the Moment

The goal is not to control every detail. The goal is to celebrate.

Morning Checklist

- Eat something before the party starts
- Get yourself and the guest of honor ready early
- Set up food and drink stations
- Set out favors
- Place cake, candles, knife, and lighter together
- Turn on music
- Put trash bags where easy to find
- Take photos before guests arrive
- Confirm balloons/backdrop/photo area
- Assign someone to take candid photos
- Put gifts in one designated spot
- Take a deep breath

During the Party

- Welcome guests
- Take photos with the guest of honor
- Capture decor before it gets busy
- Keep drinks and snacks stocked
- Guide guests toward activities
- Do cake before kids get too tired
- Let go of tiny imperfections
- Enjoy the people you love

After the Party

- Save leftover food
- Collect gifts and cards
- Keep reusable decor
- Send thank-you messages
- Share photos
- Leave a review for vendors you loved
- Celebrate yourself for making it happen

Balloon & Decor Planning Guide

Choose one beautiful moment that transforms the whole room.

Popular Balloon Areas

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Entryway | <input type="checkbox"/> Pool area |
| <input type="checkbox"/> Dessert table | <input type="checkbox"/> Outdoor arch |
| <input type="checkbox"/> Photo backdrop | <input type="checkbox"/> Bounce house |
| <input type="checkbox"/> Gift table | <input type="checkbox"/> Welcome sign |
| <input type="checkbox"/> High chair | <input type="checkbox"/> Dining table |
| <input type="checkbox"/> Staircase | <input type="checkbox"/> Stage area |

Balloon Style Ideas

- | | |
|---|---|
| <input type="checkbox"/> Organic garland | <input type="checkbox"/> Garland with florals |
| <input type="checkbox"/> Balloon arch | <input type="checkbox"/> Garland with fringe |
| <input type="checkbox"/> Balloon columns | <input type="checkbox"/> Pastel setup |
| <input type="checkbox"/> Number balloons | <input type="checkbox"/> Rainbow setup |
| <input type="checkbox"/> Character balloons | <input type="checkbox"/> Neutral setup |
| <input type="checkbox"/> Balloon wall | <input type="checkbox"/> Custom colors |

My Balloon Plan

Where should balloons go? _____

Main colors: _____

Accent colors: _____

Theme details: _____

Indoor or outdoor? _____

Setup time needed: _____

Party Supply Master List

Tableware

- Plates
- Cups
- Napkins
- Utensils
- Straws
- Tablecloths
- Serving trays
- Serving spoons
- Cake knife
- Cake server
- Food labels
- Drink dispenser
- Cooler

Decor

- Balloons
- Backdrop
- Banner
- Welcome sign
- Table decor
- Centerpieces
- Confetti
- Streamers
- Florals
- Candles
- Themed props
- Photo props

Food & Dessert

- Cake
- Cupcakes
- Cookies
- Snacks
- Meal/catering
- Drinks
- Ice
- Fruit/veggie tray
- Candy
- Allergy-friendly options
- Take-home containers

Activities & Practical

- Games
- Craft supplies
- Music/speaker
- Bounce house/rental
- Prizes
- Trash bags
- Paper towels
- Wipes
- Hand sanitizer
- Sunscreen
- Bug spray
- Tape/scissors
- Extension cords

Simple Party Budget Planner

Choose the areas that matter most and keep the rest simple.

Category	Estimated	Actual
Balloons & decor	\$ _____	\$ _____
Food & drinks	\$ _____	\$ _____
Cake & desserts	\$ _____	\$ _____
Party favors	\$ _____	\$ _____
Rentals	\$ _____	\$ _____
Activities	\$ _____	\$ _____
Invitations	\$ _____	\$ _____
Custom items	\$ _____	\$ _____
Miscellaneous	\$ _____	\$ _____
Total estimated: \$ _____	Total actual: \$ _____	

My Top 3 Priorities

1. _____
2. _____
3. _____

Guest List & RSVP Tracker

Keep your final headcount, notes, and allergy reminders in one place.

Guest Name	Invited	RSVP	Adults	Kids	Notes
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____
_____	<input type="checkbox"/>	Yes / No	—	—	_____

Final guest count: _____ Kids: _____ Adults: _____
 Special notes or allergies: _____

Food, Favors & Fun Planner

Simple plans make the party feel smoother.

Food Plan

Main food: _____

Snacks: _____

Desserts: _____

Drinks: _____

Allergy-friendly options: _____

Favor Plan

Favor idea: _____

How many needed: _____

Packaging needed: _____

Where favors will be placed: _____

Activity Plan

Games or activities: _____

Supplies needed: _____

Who will help run activities: _____

MOM TIP

Keep activities simple. Kids usually remember the fun, not whether every minute was perfectly scheduled.

Photos You'll Be Glad You Took

Use this quick list so you capture the memory before the party gets busy.

- Guest of honor before guests arrive
- Guest of honor with balloons/decor
- Family photo
- Cake or dessert table
- Close-up of cake
- Party favors
- Welcome sign
- Full room or setup
- Candid guest photos
- Blowing out candles
- Opening gifts
- Friends or cousins together
- Parent with guest of honor
- Grandparents/special family
- Funny behind-the-scenes moment
- Final photo after the party

My Must-Have Photos

1. _____
2. _____
3. _____
4. _____

MOM TIP

Take photos of the setup before guests arrive. Once the party starts, the room becomes full of real life - beautiful, but not always tidy.

Vendor & Helper Notes

A little coordination makes the whole day feel lighter.

Vendor Contact List

Vendor/Helper	Service	Contact	Arrival	Notes

Setup Assignments

Balloons/decor: _____

Food setup: _____

Drink station: _____

Photos: _____

Activities: _____

Cleanup: _____

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Want the Party Magic **WITHOUT THE STRESS?**

PopPop Events helps busy moms create joyful, photo-ready celebrations with custom balloon decor, party styling, favors, and thoughtful details.

We can help with:

- Custom balloon garlands
- Balloon arches and backdrops
- Birthdays and baby showers
- Graduations and celebrations
- Party favors
- Photo-ready event styling

BOOK YOUR PARTY SETUP

Website: poppop.events
Instagram: [@pop.pop.events](https://www.instagram.com/pop.pop.events)
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Because the best parties are not just decorated - they are remembered.