

Birthday countdown plan

Date: July 23, 2026

Timeline

09:00 – 10:00 Invitation Dispatch and RSVP Confirmation

Review final digital invitations and send quick follow-up messages to unconfirmed guests. Lock in the guest head count to finalize seating and catering needs.

Location: Home Office

10:30 – 11:15 Venue Walkthrough and Booking Review

Meet with the venue manager to review room layout, lighting preferences, and entry logistics. Ensure reserved spaces match the event specifications.

Location: Grand Horizon Event Center

11:30 – 12:30 Catering and Cake Finalization

Confirm the final menu items, food allergy accommodations, and cake delivery time with the caterer. Pay remaining balances and review service timings.

Location: Sweet Treats Bakery and Catering

13:00 – 14:30 Party Supplies and Favor Shopping

Purchase remaining table linens, party favors, tableware, and custom balloons. Double-check the checklist to ensure no decorative accents are missed.

Location: Downtown Party Emporium

14:45 – 15:30 Floral Centerpiece Collection

Pick up custom floral arrangements and table centerpieces from the florist. Safely transport them in temperature-controlled boxes to the venue site.

Location: Blossom Floral Design Studio

16:00 – 18:00 Venue Setup and Room Decoration

Hang banners, inflate balloon arches, assemble table settings, and arrange floral centerpieces across the hall. Conduct a visual check to confirm everything looks festive.

Location: Grand Horizon Event Center

18:15 – 19:00 AV and Sound Equipment Setup

Set up audio equipment, test microphones, and configure the party playlist. Perform sound checks to guarantee clear acoustics for speeches and music.

Location: Main Ballroom Stage

19:15 – 20:00 Host Dressing and Final Preparation

Change into evening attire and complete final touch-ups before guests arrive. Perform a brief run-through of the evening schedule.

Location: Suite 2B Dressing Room

20:00 – 20:45 Guest Arrival and Welcome Drinks

Greet incoming guests as they arrive, collect gifts at the reception desk, and serve welcome mocktails and cocktails. Direct guests toward the main hall.

Location: Grand Horizon Reception Hall

20:45 – 22:00 Birthday Kickoff and Main Celebration

Gather everyone in the main hall for the official birthday kickoff, toast, and cake cutting. Enjoy music, dancing, and evening festivities with all attendees.

Location: Grand Horizon Ballroom