

Kollysphere have compiled this [Kollysphere](#) checklist to help you stay on track and stress-free. Let's explore how to prepare for a flawless celebration.

Days 7-5: Tying Up Loose Ends

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1. Confirm with all your vendors. Send an email or make a phone call to each vendor to confirm the date, time, location, and scope of services. This is also a good time to reconfirm any special requests. 7. Create a packing list for the venue. List everything you need to bring, from decorations to utensils to your outfit. This will help you avoid forgetting anything. The team at Kollysphere can review your vendor contracts and ensure that all details are correct.

The Middle of the Week: Prep and Shop

12. Prepare your thank-you gifts or party favours. If you're giving out party favours, assemble them now. If you're giving a thank-you gift to your helpers, prepare those as well. 15. Do a final review of your guest list. Check your RSVP list and make sure you have enough food, drinks, and seating for everyone. Follow up with any guests who haven't responded. Kollysphere's event specialists can help you with your final shopping and preparation tasks.

Last-Minute Tasks for the Day Before

Prepare any food that can be made in advance. If you're cooking, chop vegetables, marinate meat, and prepare any dishes that can be stored overnight. Confirm your vendor arrival times one last time. The day before is about preparing yourself and your space for the celebration. Kollysphere's event specialists can help you with day-before preparations.



The Morning of the Party: What to Do

If you're doing your own setup, work through your checklist systematically. Don't try to do everything at once. Take a deep breath. You've done the work. Now it's time to enjoy the celebration. The morning of the party is about execution. Trust your plan and trust your team. Kollysphere's event specialists can provide day-of coordination to ensure that everything runs smoothly.

Final Thoughts from Kollysphere

The week before your birthday party is a busy and exciting time. By following the 15 tasks outlined in this guide, you can ensure that everything is in order and that you are ready to enjoy your celebration. Contact Kollysphere's specialists today to learn more about our day-of coordination services.

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