

Party Planning Guide and Checklist

Party Planning Checklist:

FOUR WEEKS BEFORE

- Choose a theme with your child
- Determine the guest list
- Reserve your party venue and/or hire a party entertainer
- Prepare your invitations
- Ask for an updated class list from your child's teacher
- Determine games, activities and menu to match your party theme
- If ordering a cake, place your order

THREE WEEKS BEFORE

- Mail invitations
- Purchase party supplies, especially if ordering online
- Arrange for extra help, if necessary

ONE WEEK BEFORE

- Create a party flow schedule
- Purchase more party supplies as needed
- Call families who have not yet responded to your invitation
- If you are going to have the party outdoors in your yard or lawn, clean the area and prepare it for the event

THREE DAYS BEFORE

- Purchase food
- Make sure your camera is charged and ready to take photos/videos
- Call entertainer to confirm appearance and expectations
- Call party venue to confirm all details
- Assemble party favors

ONE OR TWO DAYS BEFORE

- Bake cake or pick up pre-ordered cake
 - Confirm help if using extra help
 - Decorate home or gather decorations for party venue
 - Prepare “make-ahead food” if any will be served
 - If you are going to hold the party outside, make sure there is some shade where the kids can sit and also for the performer.
 - Check weather forecast information and plan accordingly
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DOs AND DON'Ts:

- **Don't:** invite more kids than you can handle.
- **Don't:** let just the kids run wild, have a set party schedule for them to follow.
- **Don't:** make regular balloons into toys, they can pop which will make loud noises and scare the kids. Balloon animals are great for play.
- **Don't:** load the kids with sugar. Sugar makes most kids hyperactive and harder to control.
- **Don't:** serve foods that may trigger allergic reactions in children, such as peanuts, shellfish, milk, etc...
- **Don't:** distribute anything to the kids during a performer's show unless pre-arranged with the performer ahead of time.