



Party Checklist

Begin this list 3 months in advance to give yourself plenty of time. Fill in the blanks and check off items as you go!

1. DATE _____

- Weekday: At preschool or after school is generally more economical
- Weekend: Saturdays and Sundays tend to fill up so have 2-3 possible dates in mind

Check with family and close friends for possible conflicts.

2. PLACE _____

- Party place: all inclusive
- At home: homemade or catered? outside or inside?
- Rented Hall: larger space, but food and décor must be brought in
- Restaurant: space and privacy can be limited, but food is on site
- Park: weather can interfere, make sure you have a backup plan. Electricity may be needed for some entertainment/activities.

3. TIMING _____

• Lunch, dinner or mid-afternoon w/no meal?

- _____ Arrival Time
(allow 30 minutes)
- _____ Meal Time
(allow 30 minutes for kids to eat)
- _____ Entertainment Time
(30-90 minutes into the party)
- _____ Cake Time
(no more than 2 hrs into the party)
- _____ Wrap-up Time (include on invitations)

4. THEME _____

- Plan yourself or use party planner?
Child-friendly or child's favorite?

TIP: No, you don't have to have a perfect theme!

5. ENTERTAINMENT _____

- What kind? Musician, Kids Gym, Party Place, Balloon Artist, Princess, Puppet Show, Tea Party, Face Painter, Magician, etc.

TIP: Keep in mind the ages of the children attending. Costumes can frighten young children. Watching a show is difficult for anyone under 4. Balloons are a choking hazard for babies.

- Research online and ask around.
- Call entertainers to check availability.
(Some get booked up quickly, so call as far in advance as possible.)

TIP: Prices vary greatly so keep your budget in mind. That said, keeping the kids happy can be the key to your party's success – and to your own reduced stress level!

6. INVITATIONS

• Order, buy off-the-shelf, DIY or Evite?

- Create guest list
- Send invitations (6 weeks before)

of adults ___ # of kids ___ Age range _____

7. PARTY FAVORS _____

• What kind? Music CD, Game, Candy, Personalized Gift, Coloring Books, etc.

8. DECORATIONS

- Tables Centerpieces
- Balloons Sign

9. CAKE

- Candles Lighter or Matches

10. FOOD _____

• Catered, homemade or take-out?

11. PARTY HELP

TIP: Consider hiring someone to help set up, clean up, serve or watch very young kids.

- Check availability with your babysitter, a neighbor or a high school student.

12. CELEBRATE, RELAX & ENJOY!