

Here Is A Handy Check List Of Things To Think About Before Your Children's Birthday Party

Items in **Bold** are for you and the non bold should be handled by your entertainer if you are booking one

4 to 5 weeks Before The Big Day

- **Create a guest list**
- **Create a party budget**
- **Pick theme or decor**
- Order party supplies
- **Decide menu & drinks**
- **Decide to eat out, order in or make your self**
- **Create menu & grocery list**
- Create party supply shopping list
- Decide activities & games
- **Send party invitations**
- **Book entertainment**

3 to 4 weeks Before The Big Day

- Order party bag contents
- Buy birthday games & game items
- Order Balloons
- Enlist party helpers
- **Gather owned party supplies (banners, utensils, platters)**
- List other supplies needed
- **Order rental equipment such as chairs and tables (if you want them)**
- **Buy film & video tape**
- **Place RSVP guest list & pen by the phone**

2 to 3 weeks Before The Big Day

- **Do any heavy cleaning if required**
- **Order cake**
- **Buy non-perishable food & beverages**
- Buy candles
- Procure matches
- **Bake & freeze uniced cake if making your own**
- **Buy freezable foods**
- Schedule activities
- **Call non RSVP guests**

1 weeks Before The Big Day

- **Check camera batteries**
- **Buy extra batteries**
- **Clean party area**
- **Make necessary space in the refrigerator**
- **Buy extra rubbish bags, foil & cling film**
- **Arrange party favours**
- **Confirm entertainment**
- **Select music**
- **Defrost frozen foods**

Day Before The Big Day

- **Check toilets are clean and stocked**
- **Charge video recorder**
- **Decorate party room**
- **Childproof party area**
- **Gather games or activities**
- **Set out party bags**
- **Prepare food that refrigerates well overnight**
- **Arrange food delivery**
- **Defrost cake before bed**

The Big Day

- **Pick up ordered cake, balloons**
- **Decorate homemade cake**
- **Decorate indoor and outdoor party areas**
- **Set up party games**
- **Gather serving plates**
- **Have camera ready**
- **Prepare perishable food**
- **Secure pets as needed**
- **Smile and have fun!**