

# Kids Party Checklist

By Laura Cooper Peterson

- 4 Weeks Before
  - Come up with a party idea.
  - Select a theme for the party, with input from your child.
  - Work out a budget.
  - Make a guest list.
  - Set the date and time of the party.
  - Prepare and send out the party invitations.
  - Search for serving help if needed.
  - If using an entertainer, call to book.
  - Order your party supplies, decorations, party favors, etc.
- 2-3 Weeks Before
  - Purchase guest favors.
  - If serving a meal, decide on the menu.
  - If you will not prepare food, order it from restaurants.
  - Decide the types of drinks to be served.
  - Make your orders from the bakery, if desired.
  - Select adequate music for the party.
  - Select a couple of party activities.
  - Consider asking a friend or relative to help.
- 1 Week Before
  - Try any games or activities with which you are unfamiliar.
  - Wrap presents, prizes, parcels for any games and activity.
  - Confirm event with the entertainer, if any.
  - Check the guest list and get a final count.
  - Decide on a party outfit.
  - Start the housecleaning.
- 2-3 Days Before
  - Purchase remaining grocery items.
  - Start food preparation.
  - Print out fun party activities or get ready the ones you purchased.
  - Put together your party bags.

- Bake any cookies or treats if possible.
- Day of Party
  - Get the house party-ready.
  - Set the table and decorate.
  - Put your balloons up.
  - Prepare food and drinks that could not be made ahead of time.
  - Pick up party orders.
  - Have your child ready and dressed one hour before the party.
  - Get in party mode.
  - Take plenty of photos or video to record the day.
  - Plan a relaxing treat for yourself after the party has finished.