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 adecuate 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.

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- ☐ 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.