Kids Party Checklist

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# Tasks:

☐ **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.**

☐ **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.**