

## PARTIES/CELEBRATIONS

### BIRTHDAY PARTY CHILD CHECKLIST

- Pick a Date and Time
- Pick a Location
- Pick a theme
- Develop a guest list
- Obtain mail addresses or email addresses for each invitee
- Design or Purchase Invitations
- Determine if there is a need to rent additional tables and chairs; Call rental store
- Book entertainment if needed
- If planning an outdoor party, create a rain contingency plan

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#### Three - four weeks prior

- Mail Invitations; ask for RSVP
- Plan the menu
- Plan beverages
- Order party favors

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#### Two weeks prior

- Plan 3 easy games and or activities appropriate for age group
- List and purchase all supplies needed for these games and activities
- Plan a time-line for activities, eating, gift unwrapping
- Purchase prizes for game winners (and purchase an extra prize in case of tie)
- Prepare itemized shopping list needed for food and drink
- Identify need for coolers or other drink containers
- Decide how many paper/plastic plates, cups, utensils will be needed
- Order a cake
- Nominate a friend to take photos or video on the day of the party
- Enlist other parents who can attend and help with kids and games
- Purchase party store decorations, piñata and order helium balloons if needed

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#### One week prior

- Gather serving dishes and trays; clean if needed
- Gather table linens or purchase throw-away items
- Identify a table to be used for gifts
- Purchase food, candy, chips and drink
- Purchase paper plates, cups and utensils
- Purchase camera film, batteries if needed
- Purchase extra garbage bags
- Clean house if this is party location
- Set up supplies for games and wrap prizes
- Set aside a pad of paper and pen to record presents and names for Thank You notes

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#### Day of party

- Check bathroom for supplies, provide paper hand towels and extra toilet paper
- Prepare food
- Pickup cake if not delivered; purchase candles
- Purchase bagged ice for beverages
- Layout all serving dishes and utensils
- Set out all supplies needed for games and activities
- Set up additional tables and chairs if needed
- Set up plates, utensils, glasses for guests
- Pickup balloons if not delivered
- Arrange tables and chairs
- Set up a very large trash can
- Set up house decorations if needed
- Locate a lighter or matches for the candles
- Take a shower, dress and prepare to greet the guests

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