

## Here Is a Handy Check List of Things to Think About Before Your Children's Birthday Party

- Items in red are for you
- Your entertainer should handle the rest (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 & videotape
- 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 cake if making your own
- Buy freezable foods
- Schedule activities
- Call non-RSVP guests

### 1 week 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 favors
- 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 indoors and outdoors party areas
- Set up party games
- Gather serving plates
- Have camera ready
- Prepare perishable food
- Secure pets as needed
- Smile and have fun!