

KIDS PARTY CHECKLIST

PRE-PARTY

- Confirm budget
- Source and confirm venue
- Set the date and time of party
- Decide on party theme
- Draw up guest list
- Send out save the date message / invitation
- Book party entertainer
- Book party equipment
- Chase up RSVPs
- Order birthday cake
- Source and buy party decorations
- Plan party activities
- Source / buy supplies for party games / prizes
- Create mini checklist of all supplies ordered
- Plan party food menu
- Create party food shopping list
- Buy non-perishable food
- Buy perishable food
- Buy drink for adults
- Buy party favours / party bags and contents
- Buy candles for birthday cake
- Check / buy serving dishes for food
- Buy napkins / party plates / cups / food boxes
- Create party music playlist
- Decide / buy party outfit for birthday child

NOTES

DAY OF PARTY

- Collect cake
- Prepare food
- Blow up balloons
- Decorate venue
- Lay out party food
- Set up gift station
- Stuff party bags / wrap party favours
- Remember to take pictures
- Cut the cake / sing happy birthday
- Hand out party bags / favours

AFTER THE PARTY

- Watch child open birthday gifts
- Make note of gifts received
- Write / send personalised thank you notes
- Enjoy looking back at pictures from party