

BIRTHDAY PARTY CHECKLIST

Print and use this guideline to assist you in making your upcoming party run smoothly.

SCHEDULE

ACTIVITY

4-6 weeks before

- Talk to your child about theme, location and major activity.
- Select date and time for party.
- Reserve party entertainment / bounce house and equipment.
- Create guest list.
- Develop party agenda

Example: 2.5 hour party

1:00-1:30 welcome games, meet & greet

1:30-2:30 play on rented equipment or enjoy performer's show

2:30-3:15 refreshments and gift opening

3:15-3:30 final play session and goodbyes

3 weeks before

- Buy or make invitations
- Mail invitations
- Plan party games and activities

2 weeks before

- Shop for decorations, favors and party supplies.
- Plan menu
- Secure adult helpers to assist with set-up, clean-up and activities.

1 week before

- Order cake
- Finalize schedule of activities

2-3 days before

- Confirm RSVP's, get final guest count.
- Make sure camera has film and batteries are charged.
- Do grocery shopping. (Remember candles and matches)
- Prepare any food or snacks you can make and freeze ahead of time

Day before

- Clean, decorate and child-proof area.
- Finalize duties of adult helpers.



Later - Party Day

- Talk to your child about good party-behavior.
- Pick up cake
- Finish last minute food preparation
- ENJOY!!!

1-2 days later

- Finish clean-up
- Have birthday child prepare thank you notes for gifts.
- Get film developed or printed, put on fridge, send to relatives.

Call the party people at Merry Makers to help with the entertainment details. 253-572-0172