

PARTY PLANNING CHECKLIST



8 weeks in advance

- write down guestlist
- set a budget
- pick a date & time (make sure son or daughter's best friends can attend!)
- ask son or daughter for theme ideas
- book entertainment
- book venue

4 weeks in advance

- order birthday cake
- plan menu
- write & post invitations
- inspire yourself on pinterest

2 weeks in advance

- buy for party bags
- plan games & buy prizes
- plan party timings
- follow up invitations & check any dietary requirements/allergies

1 week in advance

- double check venue & entertainment
- buy balloons, ballon tails, bunting..
- buy table wear
- make any homemade decorations or favours

2 days in advance

- buy food & drinks
- make thank you cards
- make up party bags
- charge camera + empty sd cards

1 day before party!

- defrost any frozen food
- pick up the cake or bake cake
- ice cakes
- make sure you have blue tac, tape and first aid kit (just in case!)
- pack decorations and load up the car
- get a good nights sleep

On the day

- take 10 deep breaths
- decorate venue
- wait for children to arrive, release inner child and have a wonderful time!
- clean up and recycle party bits!

The evening after the party

- pour very large glass of wine/beer and toast to yourself

