

Kiddie Party Checklist



1-3 Months before the party

- Choose the party theme
- Set the date, time and place (if the party will not be held at home, book a place)
- Determine number of guests, create a guest list
- Set a budget
- Plan activities, book entertainer (magicians, clowns, etc.)

4 Weeks before the party

- Plan the menu
- Plan the Party Decor
- If you are ordering food or catering, book them now
- Rent chairs and tables. If you are renting other equipment (like sound system, light system, etc.) rent them now

3 Weeks before the party

- Send out invitations
- If you need party decors, buy them now. If you need kitchen items that you do not have on hand, buy them now.
- Plan and decide on what games the kids will play and buy the supplies if needed. (If you are hiring clowns, entertainers please coordinate with them)
- Purchase goodie bags and other items that you might need for stocking (paper plates, table napkins, drinking cups, etc.)

1 Week before the party

- Confirm with the caterer, cake designer, entertainers, photographer, equipment provider, etc.
- Purchase non-perishable food and drinks
- Contact guests who RSVP-ed and finalize headcount
- Plan for games or/or activities for the party
- Prepare your house if you are celebrating at home

2 Days before the party

- Buy perishable food and drinks/groceries (if you don't have a caterer)
- Final house cleaning. Make sure that you have enough toilet papers and clean towels, put the decorations.
- Make sure that your camera is ready with extra batteries, memory space or film

1 Day before the party

- Prepare the food table set-up, dessert table, etc. (If you have no caterer)
- Set up games, activities
- Defrost cake (If you are making the cake)

Day of the party

- Buy ice cream and balloons
 - Set up food table, dessert table
 - Set up chairs and tables, gift table
 - Make sure games, activities, prizes, and favors are ready
 - Pick up cake/Frost the cake if you are making it.
 - Put up last minute decors/ place party signs.
- ENJOY and HAVE FUN

We're here to help

Fun For Kids
PARTY ENTERTAINMENT

www.PartyFun4Kids.com / partyfun4kids@yahoo.com
646-642-1770