

Party Checklist

1 Month Before

- Select your party date, time and location
- Have a rain plan if you are outside
- Choose some party ideas
- Create a theme around the ideas
- Book your entertainers, and rentals



3 Weeks Before

- Make your guest list
- Select and print your invitations
- Mail out or deliver invitations
- Choose activities for your group
- Order your party supplies such as plates, napkins, cups etc.

2 Weeks Before

- Choose decorations (remember the balloons)
- Buy your loot bags and game gifts
- Plan your food items and order a cake if needed
- Pre-make frozen food ideas for the party

1 Week Before

- Pickup grocery items
- Put the loot bags together
- Pickup any party supplies you ordered

1 Day Before

- Pickup Cake or specialty items you ordered
- Setup the party area
- Choose some party music

The Party Day

- Decorate
- Setup games & Prepare prizes
- Turn on the music
- Enjoy yourselves!

