



PARTY PLANNING CHECKLIST

Here's our simple guide to ensure planning your party is easy & stress free!

3 MONTHS BEFORE

- Set your party date/time
- Choose your party theme
- Book entertainment
- Create your guest list
- Identify a venue

6 WEEKS BEFORE

- Plan your menu
- Plan decorations
- Send out invitations
- Arrange catering (if applicable)
- Book any rental equipment such as tables & chairs
- Decide on whether to buy or make a cake & order

2 WEEKS BEFORE

- Arrange party décor/kitchen items required
- Decide on games & buy supplies
- Organise lolly bags contents
- Make a shopping list
- Organise costumes if applicable
- Arrange music
- Make wet weather contingency plans



1 WEEK BEFORE

- Purchase all non-perishable food & drinks
- Write out schedule of activities, games & plan for the day
- Follow up non RSVP'd guests to confirm final numbers
- Confirm bookings with entertainment & suppliers etc

THE WEEK OF THE PARTY

- Purchase perishable foods including cake supplies if baking yourself
- Clean your house, ensure clean towels, enough toilet paper
- Make up lolly bags

DAY BEFORE

- Prepare food that can be refrigerated
- Bake & decorate cake
- Refrigerate drinks
- Hang party decorations
- Set up games & activities
- Create gift area near entrance for guests
- Ensure emergency contact number for kids being dropped off
- Get to bed early! Especially the birthday child

DAY OF PARTY

- Prepare any last minute food
- Buy ice and balloons
- Pick up cake (if ordered)
- Set up food table
- Put up last minute decorations & layout any activities/games

AFTER THE PARTY

- Send out 'Thank you' cards
- Send feedback to entertainment & suppliers