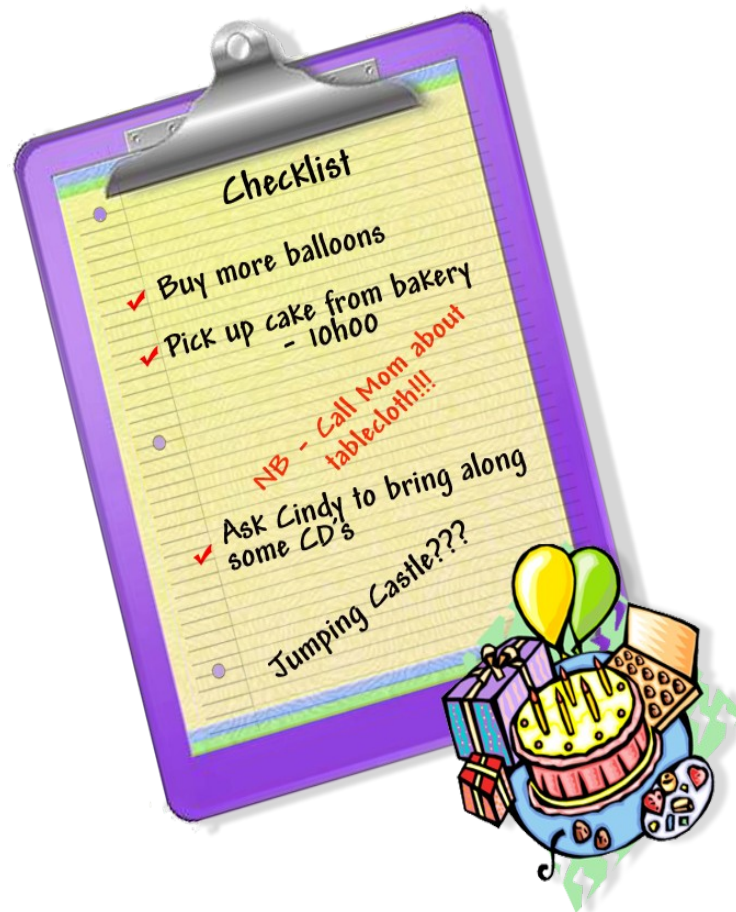


THE PERFECT KIDS-THEME-PARTIES CHECKLIST AND SHOPPING LIST



NOTICE: You DO Have the Right to freely give this book away as long it remains complete, and unchanged. You may not sell it or use it in any way connected with SPAM.

Perfect Kids Theme Parties Checklist

No matter what people tell you, birthday parties do require work, sometimes a lot of it. However, this work does not need to be overwhelming, troublesome, or frustrating if you use just a few organization skills. By using a birthday party checklist, you can save your extra energy for the party where you will need it!

Here are some basic things to keep in mind when planning for the perfect birthday party:

- Allow a good solid four to five weeks for planning
- Follow the time line given in the checklist. This will help you stay on track and ensure you do not forget even the smallest detail.
- Choose early what types of foods or snacks you intend on serving. Make a list of all the ingredients you will need and attach it to your checklist.
- Decide on the type of cake and if you are making it or purchasing one. If making the cake yourself, make sure to add the needed ingredients on your party food shopping list. If ordering, make sure you check with the bakery how soon the order needs to be in to receive the cake on time!
- If ordering party favors or gifts online, allow ample time for them to arrive prior to party.
- Have help enlisted early on and back ups in case someone has to back out for any reason.
- Typical party times are 1 P.M. to 3 P.M. or 2 P.M. to 4 P.M. unless you are really energetic go for the 1 P.M. to 4 P.M. For toddlers and under, the ideal party time is 10 A.M. to 11:30 A.M. Granted, there are those occasions where if you are renting a facility or using a sporting event, movie, or some other off site activity for the backdrop of the party you will be bound to times that are available to you. This can have its advantages and disadvantages but can still be workable.

On the next few pages you will find the handy ***Perfect Kids Theme Parties Check List*** and a ***Perfect Kids Theme Parties Shopping List*** to help you stay on track and to ensure you do not forget anything.

Perfect Kids Theme Parties Check List

3 to 4 weeks before Party

Pick Date & Time - Discuss this with your child

Make Guest List - Explain to your child that they need not invite the whole class

Decide on Budget

[Pick Theme](#) & Décor

Do Online Ordering

Choose Menu & Drink

Make Party Supply List

Choose [Games](#) & Activities

Buy or Create Party Invitations

Book any Entertainment Needed

Reserve Locale if off site

Decide if making or buying Cake

2 to 3 weeks before Party

Order or buy party favors

Buy materials needed for games

Mail or deliver invitations

Purchase [balloons](#)

Call & get HELP for Party Day

Gather any already owned party supplies

Begin making home-made Party Décor

List any other supplies needed.

Order any rental equipment needed (Dunk Tank, e.t.c.)

Buy film/tape

Buy or make a Piñata, candy, & fillers

Put guest list by phone and check off incoming confirms or denies

1 week before party

Do all heavy cleaning

Order cake if not making

Buy food and drink supplies needed for party

Don't forget the birthday candles

Call non RSVP Guest

Disposable Cameras for guests?

2 Days before Party

Check batteries for camera

Buy extra batteries if needed

Clean party area, inside or out

Make room in refrigerator for Party Food and Drinks

Confirm [entertainment](#), cake, and any other possible arrangements that were made in advance

Pick out some party music

Confirm head count

Prepare party favor bags

Any last minute shopping needed done?

Get games and [activities](#) together

Day Before Party

Clean bathrooms

Decorate Party Room

Childproof where needed

Set up games and activities

Set Out Party Favors

Prepare any food you can without spoilage

Wash outdoor tables/ chairs

Charge camcorder

Bake and decorate cake if making

Pick up cake if ordered

Pick up any last minute items

If freezer space is available, pick up ice

Treat yourself, order in or eat out!

Day Of Party

Set out Cake

Set out table settings and décor

Last touches to game centers.

Camera or camcorder out and ready?

Disposable cameras ready.

Get food ready!

Check Bathrooms for supplies

Put pets up

Greet guest with smiles!

Have a ball!

Perfect Kids Theme Parties Shopping List

Table

Plates

Napkins

Plastic ware

Cups

Tablecloth

Decorations

Entertainment/Décor

Goodie Bags

Party Favors

Goodie Bags and Fillers

Party Hats

Noisemakers

Games

Balloons

Decorations

Refreshments

Food

Drinks

Ice

Cake

Snacks

Extras

Tape

Scissors

Batteries

Battery Charger

Camera

Film/Memory Cards

Video Camera

Tapes

Markers

Storage - CD Picture Disc/Memory Stick

Clean-Up

Paper

Foil

Plastic wrap

Storage containers

Toilet paper

Paper towels

Garbage bags

ATTACH GROCERY LIST!

ATTACH GOODIE BAG LIST!

ATTACH PARTY FAVORS LIST!