



Plan A Party

Before the Party

- 1. Pick location, time and date of Party
- 2. Make reservations
- 3. Choose theme
- 4. Develop guest list
- 5. Make party agenda (times for activities)
- 6. Fill-out invitations
- 7. Hand or mail out invitations
- 8. Plan games and activities
- 9. Order cake and balloons
- 10. Inform baker of food allergies
- 11. Purchase party supplies and food items
- 12. Develop helpers list (friends, family)
- 13. Confirm guest list who will attend
- 14. Ask if guest has food allergies or medical conditions
- 15. Prepare favor bags
- 16. Charge batteries for camera equipment
- 17. Setup party area and games
- 18. Pick up cake and balloons
- 19. Make sure everyone is ready for the party
- 20. Enjoy the Party!

Most lists can be found here on the website www.KidsCanHaveFun.com



During the Party

- 1. Update any changes to guest phone list as they arrive
- 2. Indicate any guest allergies or medical conditions
- 3. Place name tags on guests
- 4. Follow agenda (games, cake, presents)
- 5. Allow for free play
- 6. Write out guest and present(s) received.

After the Party

- 1. Thank the guests
- 2. Hand out favor bags and thank you notes
- 3. Clean Up