

# Kids Party Planning checklist

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## EIGHT WEEKS OUT

- Build anticipation by choosing a theme with child
- Choose a date & time that works
- Double check child's bestie is free on party date
- Find venue and book it
- Set a party budget - cost can quickly get out of hand otherwise

## SIX WEEKS OUT

- Draw up your guest list
- Enlist your tribe of helpers on the day
- Begin purchasing party themed decor & invitations
- Book in any entertainers you are using on the day

## FOUR WEEKS OUT

- Send invites requesting RSVPs two weeks before the party date
- Start thinking about party games you might need on the day
- If you are ordering a cake to be made, order this now
- Think of a back-up plan if hosting an outdoor event, in case the weather is bad on the party day

## TWO WEEKS OUT

- Make up party favour bags
- Compile all your decorations & tableware and have it ready to go
- Add candles & a lighter/matches to tableware box
- Follow up with anyone yet to RSVP
- Create a shopping list of everything you need to purchase for party food

## ONE WEEK OUT

- Email all vendors double checking bookings
- Add finishing touches to party favours and pack them ready to go
- Make up any decorations that need to be put together
- Create a playlist if you are going to play music at the party

## A FEW DAYS OUT

- Shop for all party food
- Prepare all party food that can be made ahead of time
- Make up any directional signs/balloons to point the way to the party

## DAY OF THE PARTY

- Finish off any last minute food prep
- If off-site, pack the car in plenty of time and get to the venue ahead of the party so you can set-up and be ready for when your first guests arrive
- Enjoy seeing all of your hard work come together