# Kids Party Checklist

the little event company

## PRE-EVENT

### 4 MONTHS BEFORE

- ☐ Set a party budget
- ☐ Create a guest list
- ☐ Choose your party theme
- ☐ Choose a venue (If not at home)
- ☐ Pick a date and time for the party
- ☐ Book entertainment (optional)
- ☐ Book photographer (optional)
- ☐ Book party stylist (Optional)
- ☐ Book caterers (Optional)

## 3 MONTHS BEFORE

- ☐ Order cake or choose to make

## 4 WEEKS BEFORE

- ☐ Send out invitations/Pick RSVP date/Request details of special dietary requirements & food allergies
- ☐ Plan games and activities
- ☐ Purchase or organise equipment for games (Optional)
- ☐ Purchase prizes (Optional)
- ☐ Plan party food /drinks menu and create shopping list
- ☐ Plan your party decorations and supplies and create shopping list
- ☐ If needed ask for helpers

## 3 WEEKS BEFORE

- ☐ Purchase party decorations and supplies e.g. plates, cutlery, cups, napkins straws, candles, party favour treat bags, table linen, balloons and hanging ornaments
- ☐ Buy party favours
- ☐ Buy or choose outfit for birthday child
- ☐ Prepare the music playlist

## 2 WEEKS BEFORE

☐ “Buffer Week” - Catch up on all the things you haven’t been able to complete for your party or tick future things off your party checklist which will gain you time as the party gets closer

☐ Call party suppliers to confirm your booking e.g. stylist, photographer, cake supplier, entertainment

## 1 WEEK BEFORE

☐ Call guests who didn’t RSVP
☐ Purchase non-perishable food and treats
☐ Assemble party bags
☐ If at home, clean the house

## 2 DAYS BEFORE

☐ Bake the cake if making yourself

## 1 DAY BEFORE

☐ Charge camera’s battery
☐ Empty camera’s memory card
☐ Decorate homemade cake
☐ Prepare all decorations and everything that needs to be transported
☐ If at home, set up food station, buffet table, seating, decorations,
☐ Prepare any food that can be prepared the day before
Set-up party bags

# THE DAY OF

☐ Pick up the cake if ordered or collect it the day before
☐ Prepare food
☐ Set-up food table
☐ Complete all decorations
☐ Get family dressed and ready for the party
☐ If at a venue, bring your credit card (as back-up)

# POST EVENT

☐ Have a sleep in
☐ Enjoy a relaxing day
☐ If the event was at home, clean-up at your leisure

**POSTAL ADDRESS**
The Little Event Company
PO Box 521
Clifton Hill VIC 3068

**Email:** hello@littleeventco.com.au

**Telephone:**
0451 392 105