

Party To Do List

Choose a Theme – What theme are you building the party around? A special character, design or concept; like a Princess Tea Party or a Super Hero Battle. This will guide the rest of your planning!

Make a Guest List – Choose your guest list based on your party plan, your budget and child's age.

Pick the Time & Date – There is no specific time you need to have the party. Try to work around the schedules you can in advance and give enough time for others to plan around you.

Select Games & Entertainment – 2 to 4 games for a birthday party is perfect and it keeps the kids entertained while you switch gears. You can find games and entertainment on our website, including printable games. Bounce houses are a great rental for parties of all ages, boys and girls! Depending on the theme and age of the group you can add a magician, party games, concessions, dunk tanks and more!

Pick up the Party Extras – Shopping for the Party. You may want to get prizes for games, decorations, candles, plates, piñatas, loot bags, etc. Once your Guest List and Theme are selected, this is a breeze. See the Party Check List.

Plan snacks, meals, drinks & cake – Get a cake large enough for the party and a few stragglers. Ice Cream cakes need more planning. Don't forget beverage and snack planning, especially considering severe food allergies like peanuts, wheat, strawberries, chocolate and milk. Depending on the time and day you select, you may just have finger foods or an all out bar-b-que pool side! Condiments and Utensils are always good to plan with the food. See the Party Check List.

Send Invitations – Get your invitations out 2-3 weeks before the party, depending on your location and circle of friends. This allows time for planning and gift shopping. Always request an RSVP for your own head count.

Follow Up – Follow up with any Invited Guest who has not RSVP'd about 1 week before the Party. Invitations can get lost in the mail, misplaced and even forgotten. A follow up call, text or email is always the best way to ensure a full guest list shows up for the party. You may also want to follow up and confirm any balloon or cake pick-ups, caterers or entertainment providers.

Party Checklist

DECORATIONS

- Streamers/Crepe Paper
- Balloons
- Centerpieces
- Theme Specific Decorations

TABLEWARE

- Plates
- Cups
- Napkins
- Table Clothes
- Knife

FOOD

- Appetizers/Food
- Beverages
- Cake
- Ice Cream
- Condiments

GAMES

- Game Supplies
- Writing Utensils
- Prizes

GIFTS

- Thank you List
- Thank You Cards
- Party Favors