



KID'S PARTY PLANNING CHECKLIST

BY YOUR NAME GOES HERE

PARTY THEME AND DATE:

- Choose a fun and age-appropriate party theme (e.g., superheroes, princesses, animals).
 - Select a date and time for the party that works for both you and the guests.
 - Determine the party's duration (typically 2-3 hours).
-

GUEST LIST AND INVITATIONS:

- Create a guest list with the names and contact information of invitees.
 - Choose how you'll send invitations (e.g., physical cards, email, online invitations).
 - Send out invitations well in advance, usually 3-4 weeks before the party.
 - Request RSVPs to get an accurate headcount for planning.
-

VENUE AND DECORATIONS:

- Decide whether the party will be hosted at home, a park, or a rented venue.
 - Plan the party layout, including seating, activity areas, and food setup.
 - Decorate according to the party theme with banners, balloons, and tableware.
 - Consider DIY decorations or hire a decorator if desired.
-

ENTERTAINMENT AND ACTIVITIES:

- Arrange age-appropriate entertainment (e.g., magicians, clowns, face painters).
 - Plan games and activities such as scavenger hunts, crafts, or relay races.
 - Create a music playlist or hire a DJ for dancing and singing.
 - Prepare any necessary supplies or props for games and activities.
-



FOOD AND DRINKS:

- Design a menu with kid-friendly snacks, finger foods, and beverages.
 - Consider dietary restrictions and allergies of the guests.
 - Arrange a birthday cake or cupcakes with the chosen theme.
 - Set up a designated food area with serving platters and utensils.
 - Ensure there are plenty of napkins, plates, and cups available.
-

PARTY FAVORS AND GOODIE BAGS:

- Choose party favors that align with the theme (e.g., stickers, small toys).
 - Assemble goodie bags or containers for guests to take home.
 - Personalize the goodie bags with each child's name if possible.
-

CAKE CUTTING AND SINGING:

- Plan a special time for the birthday child to blow out candles and cut the cake.
 - Gather everyone for a group singing of "Happy Birthday."
 - Capture memorable photos and videos during this moment.
-

PHOTOGRAPHY AND MEMORIES:

- Designate a photographer or enlist a friend or family member to capture photos.
 - Create a photo booth area with props for guests to take pictures.
 - Consider a scrapbook or digital album to document the party.
-



PARTY ATTIRE:

- Choose an outfit for the birthday child that complements the party theme.
 - Determine a dress code for guests, if desired (e.g., costumes, casual attire).
 - Have spare clothing on hand in case of spills or accidents.
-

SAFETY AND SUPERVISION:

- Ensure the party area is safe for children, removing any hazards.
 - Assign responsible adults to supervise and assist with activities.
 - Have a first-aid kit available for minor injuries or accidents.
-

THANK-YOU CARDS:

- Plan to send thank-you cards to guests after the party.
 - Personalize each card with a heartfelt message or drawing from the birthday child.
 - Express gratitude for their attendance and any gifts received.
-

CLEANUP AND POST-PARTY TASKS:

- Enlist help for post-party cleanup and return rented items if applicable.
 - Store leftover food properly and dispose of waste responsibly.
 - Review any notes or feedback for future party planning.
-

BUDGET AND EXPENSES:

- Create a budget for the party, including decorations, entertainment, and food.
 - Keep track of expenses to stay within your budget.
 - Consider cost-saving options like DIY decorations and homemade treats.
-

