

# Children's Parties

Most of the fun in hosting a children's party is in the planning; deciding on the theme, sending out the invitations, helping to put up the decorations, buying or making a costume and props, and anticipating the big day for months and weeks beforehand. Following this planner will take the stress out of organising the party so you can actually enjoy the experience.

## Party ideas

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Not all children's parties are in honour of birthdays. You may also want to throw a party or small event for your child to celebrate one or more of these special occasions:

- Religious: Christmas / Channukah / Ramadan / Easter
- Traditional: Halloween, Guy Fawkes Night,
- Sporting: Footy Finals night, big games, local club finals
- Start or end of school year
- Start or end of primary school
- Passing an important exam
- Being accepted into a specialist school
- Making the sports or athletics team
- Winning a prize
- Birth of a baby sister or brother

# Children's Party Planner

Here is your fail-safe party planner. This list will save you from any last minute panic.

## Overview

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Child(ren):

Occasion:

## 1 month in advance

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Fill in your notes here:

Decide the date:

Write a list of people to invite. List is kept:

Check & update contact details of invitees:

Decide on a time:

Start:

Finish:

Decide on the theme (if relevant):

Decide on venue:

Design invitations:

Key Information:

Date, time, RSVP, theme, address, dress code, what to bring / not to bring.

Method of distribution: post / e-vite / phone call / combination

If posting:

Decide look & feel:

Any photos?

Printing details (if relevant):

Send out invitations:

check all e-mail addresses

check phone numbers

get correct number of stamps & envelopes

Source potential caterers / cake suppliers if required

2 weeks in advance

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Decide on the menu

Starters:

Drinks:

Savoury:



Sweet:

   

Cake:

 

Adult Food & drink:

     

Take home bag contents:

  

Write a shopping list

Refer to your master list provided in Food & Meals section. Decide:

- Food
- Drink
- Decorations & candles
- Any paper or plastic serving items
- Order the cake (many places need at least this amount of lead time)
- Finalise the numbers:  
Go through RSVPs & check off your list as you go

Write a general schedule

In your schedule, put:

- Start time
- Key games & activities
- Happy birthday & Cake cutting
- Any other scheduled events.
- End time

Delegate jobs so you're not in charge of everything, e.g. music master, games master, 'waitress', 'barman', etc.

Figure out what crockery, cutlery & linen you need: What kind & number of:

- Plates
- Bowls
- Cups / mugs
- Plastic cups
- Platters
- Table cloth
- Napkins
- Seats
- Serving utensils
- Decorations
- China / glassware for adults

Entertainment

- Music to play:
- Book any entertainers (if relevant)
- Decide on games and how they're going to be organised:
- List of prizes to be given out
- Play equipment to hire
- Dress ups required:
- Other

### 1 week in advance

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- Do the food shopping for food items you can prepare and freeze
- Cook and freeze as much as you can in advance
- Source all your decorations and any furniture or serving items you require

### 2 days before

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- Do the rest of the food & beverage shopping
- Get out the recipes
- Cook and freeze as much as you can in advance

### Day before party

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- Clean the house
- Set up the decorations
- Take food out of freezer & put in fridge
- Prepare any dishes that will keep in the fridge overnight
- Prepare bathrooms – extra toilet paper, hand towels & soaps, tissues
- Get your party clothes ready. Check anything that needs washing or ironing.
- Set the table
- Get out the serving platters, crockery & linen

### Day of party

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- Prepare the fresh food
- Clean & tidy the kitchen
- Set up rubbish bins
- Check decorations
- Straighten up the house
- Mix the drinks
- Set out the glasses
- Put on some music to get into the spirit
- Turn on any special lighting
- Get yourself ready with plenty of time
- Pour a glass of your favourite, and enjoy!

