



# Party Planning Checklist

## Before the Party...

*Tick the box when complete.....*

- Theme decided upon
- Party location decided
- Party location booked
- Food menu decided upon
- Food and drinks purchased
- Birthday cake purchased/made
- Games List decided
- Games equipment prepared
- Invitations sent out
- Entertainer booked



## **FUN...GUARANTEED!**



# Party Planning Checklist

## The Day of the Party...

*Tick the box when complete.....*

- CD-player/stereo with fun music
- Name stickers prepared
- Balloons tied to door
- Pets shut away
- Duties assigned to everyone helping at the party
- Table set aside to receive presents
- Doors closed to 'out of bounds' rooms
- Meal for evening purchased/prepared
- Bottle of wine chilling in fridge!



## **FUN...GUARANTEED!**