

# Party Checklist

## **One to two months before the party:**

- Set the date of the birthday party
- Decide on the location and make reservations, if necessary
- Create guest list (determine size of the party)
- Set the party theme
- Plan your activities
- Plan your menu
- Source your party supplies

## **Two to three weeks before the party:**

- Send your invitations (include directions)
- Order cake
- Order flowers or balloon bouquets (if applicable)
- Purchase the party bag items and game prizes
- Finalize your menu

## **One week before the party:**

- Order or gather together the chairs, tables, dishes, utensils, etc...
- Make a final guest count. Make phone calls if necessary at this point.
- Plan for additional adult chaperones, if necessary
- Place orders for food if needed
- Confirm reservations (if applicable)
- Buy film for camera
- Confirm your gathering place is adequately prepared
- Buy and wrap your gift for the birthday child

## **The day before the party:**

- Gift wrap any game prizes
- Review the games/activities
- Begin decorating
- Pick up the cake
- Purchase beverages/ice
- Prepare party bags

## **On the day:**

- Have camera ready
- Stock toilets with plenty of paper ,soap, towels.
- Have paper and pen handy to record who gave what gift
- Have a big rubbish bag handy for torn wrapping paper
- Secure your pets
- Have fun

Compliments from Julian, Brisbane's friendliest birthday party magician

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