



[www.kidzfiesta.com.au](http://www.kidzfiesta.com.au)  
[info@kidzfiesta.com.au](mailto:info@kidzfiesta.com.au)

Mob: 0410 838 898

[www.facebook.com/kidzfiesta](http://www.facebook.com/kidzfiesta)

Schedule	Task
4-6 weeks before party	Choose a theme (with your child).
	Select date and time for party.
	Choose location for party and make reservations, if necessary.
	Develop the guest list (neighborhood friends, class mates, team mates, cousins, etc.).
	Develop party agenda (example: 1-1:30 welcome guests, 1:30-2:15 games and entertainment, 2:15-2:30 refreshments (food and drinks), 2:30-3:00 present opening, favor distribution, and free play.
3-4 weeks before party	Book entertainment (Toys, hire equipment, entertainers, etc.).
	Make or purchase invitations.
2 weeks before party	Mail invitations 2 1/2 weeks before party
	Purchase party supplies (decorations, favors, etc.). Purchase enough for siblings and a few other extra guests.
	Plan menu and make grocery-shopping list.
1 week before party	Arrange for help. Identify family members and friends who can help set-up/cleanup, prepare and serve food, and coordinate games and activities.
	Prepare all party supplies, and if possible gather all hired items and party decorations within a week of the event.
	Follow-up with the invited guests who have not yet RSVP'd to determine final guest count.
	Order cake & balloons.
2-3 day before party	Prepare any foods that can be frozen for the following week.
	Charge video camera battery and make sure cameras are working (unless you have hired a





[www.kidzfiesta.com.au](http://www.kidzfiesta.com.au)  
[info@kidzfiesta.com.au](mailto:info@kidzfiesta.com.au)

Mob: 0410 838 898

[www.facebook.com/kidzfiesta](https://www.facebook.com/kidzfiesta)

	photographer).
	Do grocery shopping.
	Get cash or make out checks for any paid helpers.
	Prepare favor bags.
Day before the party	Prepare remaining food, including cake or cupcakes if making these.
	Clean and child proof party area.
Party Day!	Finish last minute food preparation.
	Pick up cake and balloons
	Set-up and decorate party area
	Set-up games
	Have fun!
	Do minimum level of cleanup.
1-3 days after party	Finish cleanup/put-away.
	Have your child prepare thank you notes for gifts. Don't forget to send thank you notes to your helpers.
	Get film developed and send pictures to distant relatives, put one on fridge and save some for scrapbook.
	Return any hired equipment.

