

Kid's Birthday Party BoBo's Checklist

3 Months Before

- Choose your theme. If you need ideas, check out www.catchmyparty.com/inspirations_and_themes
- Set your party date and time (don't lock it in until you schedule the entertainment).
- Decide on a budget
- If you are hiring entertainment (performer, face painter, bounce house, etc), do it now.
- Create your guest list
- If you are not having the party at your house, book the space
- If you are hiring a photographer, or photo booth do it now
- If you are ordering paper invitations/or party printables, order them now

5 to 6 Weeks Before

- Plan your décor and menu for the party

4 to 5 Weeks Before

- Ordering food (Pizza, sandwiches, cake, etc.), do it now.
- Rentals, tables, chairs, or other equipment, rent them now

3 to 4 Weeks Before

- Send out your invitations
- Organize your party decorations, borrow or buy extras as needed
- Will there be games for the kids, if so buy the supplies you need
- Goodie bags, order what you need to fill them
- Stock up on printer supplies, make sure you have enough for your party printables

2 to 3 Weeks Before

- Print and assemble your party printables.
- If your having a photo booth, you might want to gather theme appropriate props

1 Week Before

- If you are making a cake, bake it and freeze it, no frosting yet
- Purchase non-perishable food and drinks
- Fill and prep goodie bags
- Confirm all orders, (Entertainment, Food orders, photographers, bounce castle)
- Organize your activities and games for the party, write a schedule
- If RSVP's have not responded, start calling to get a headcount

3 to 4 Days Before

- If you have the time you might want to set up everything for a test run, make sure you have enough room, don't put out the food or drinks, just set up everything to see how it looks

2 Days Before

- Buy perishable foods
- Clean the house, put out clean towels, check toilet paper, paper towels, and tissue boxes
- Is your camera ready, do you have back up batteries?

1 Day Before

- If food can be prepared and refrigerated now is the time
- Defrost your cake
- Refrigerate drinks
- Hang all the party decorations inside
- Games and activities get set up

Party Day!!!

- Put up last minute decorations , activities and games especially outside (5 hours before)
- Prepare any last minute food (4 hours before)
- Dessert Table set up (4 hours before)
- Ice and Balloons go buy now (4 hours before)
- Pick up cake or frost at home (3 hours before)
- Food table set up (3 hours before)
- Any Food that needs to be reheated (1 hour before)
- Toss salad (15 minutes before)

Congratulations, you made it! Now enjoy your Child's Magic Day, it will never come again.

End of the Party!!!!

- Have a Margareta and hire someone else to clean this stuff up!