THE KIDS PARTY SURVIVAL GUIDE FOR BUSY PARENTS

The 4 Step Party Planning Framework

Step 1: Mapping

(Approx 3 months before party)

Birthday child's name:		Age:				
Date:		Time:				
Theme:						
Home or Venue:						
Possible Venues:						
Guest List 🚓						
Name	Mum's Name	Phone No	RSVP			
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Adults invited too?: How many?:	
ype of party?	
DIY (Do It Yourself)	
DWY (Done With You — outsource one or two jobs)	
DFY (Done For You – event manager/party planner)	
Budget <	
Description	Amount
Theme & Decorations	
Invitations	
Food, Cake & Drinks	
Party Supplies	
Party Bags	
Games, Activities or Entertainment	
otes & Special Instructions:	



Step 2: Planning (Approx 3 months before party)

Step 3: Organising

Category Plan	Details	Page#	Supplier/Helpers	Details	Done
Guest List					
Develop the theme					
* Book Venue					
* Hire Entertainment					
* Hire Photographer					
* Hire Event manager					
6 Weeks Before					
Plan menu or hire caterer					
- Create Shopping List					
Plan decorations					
List owned items					
- Create Shopping List					
4 Weeks Before					
Equipment Hire (tables,					
chairs) - order now					
Order or craft Invitations					
- Create Shopping List					
Plan Games/Crafts/Activities					
- Create Shopping List					
Plan any costumes					
Shop for items that need					
assembling/making					



4)

Step 2: Planning (Approx 3 months before party)

Step 3: Organising

Category Plan	Details	Page#	Supplier/Helpers	Details	Done
3 Weeks Before					
Send out invitations					
Cont. any making/crafting					
2 Weeks Before					
Cake – bake & freeze or order					
Plan out your party schedule					
Plan out music					
One Week Before					
Confirm any bookings					
Shop for party supplies					
Send Photographer the					
What To Photograph list					
Prepare party games/activities					
3-4 Days Before		_			
Call guests who haven't RSVPd					
Prepare prizes, party bags					
Organise cameras & batteries					
One Day Before					
Clean and Tidy house/garden					
Order take away food (if)					
Check your lists and					
schedule					
Decorate Cake					



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	Food	
1.	Cake/Cupcakes	
2.	Drinks (Punch/Sodas/Lemonade)	
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Party Supplies		
1.	Plates	
2.	Forks/Spoons, etc.	
3.	Napkins	
4.	Cups	
5.	Tablecloths	
6.	Cake Candles	
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Decorations
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	Party Bags (contents)
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Schedule/Time





Step 4: Party Day

Party set up - tables, orafts & activities, music, decorate inflate balloons, (balloons on letterbox), cameras ready, cake/knfe/candles, party bags by the door One Hour Before Organise any pets Get children & self dressed Food on table Turn on music Grab your schedule End Of Party Thank you notes Glass of bubblies & relax	4 - 6 Hours Before Guests	
inflate balloons, (balloons on letterbox), cameras ready, cake/knife/candles, party bags by the door One Hour Before Organise any pets Get children & self dressed Food on table Turn on music Grab your schedule End Of Party Thank you notes	Party set up - tables, crafts &	
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Get children & self dressed Food on table Turn on music Grab your schedule End Of Party Thank you notes	One Hour Before	
Food on table Turn on music Grab your schedule End Of Party Thank you notes		
Turn on music Grab your schedule End Of Party Thank you notes	Get children & self dressed	
Grab your schedule End Of Party Thank you notes	Food on table	
End Of Party Thank you notes	Turn on music	
Thank you notes	Grab your schedule	
	End Of Party	
Glass of bubblies & relax	Thank you notes	
	Glass of bubblies & relax	

