

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
1. _____	_____	_____	<input type="checkbox"/>
2. _____	_____	_____	<input type="checkbox"/>
3. _____	_____	_____	<input type="checkbox"/>
4. _____	_____	_____	<input type="checkbox"/>
5. _____	_____	_____	<input type="checkbox"/>
6. _____	_____	_____	<input type="checkbox"/>
7. _____	_____	_____	<input type="checkbox"/>
8. _____	_____	_____	<input type="checkbox"/>
9. _____	_____	_____	<input type="checkbox"/>
10. _____	_____	_____	<input type="checkbox"/>
11. _____	_____	_____	<input type="checkbox"/>
12. _____	_____	_____	<input type="checkbox"/>
13. _____	_____	_____	<input type="checkbox"/>
14. _____	_____	_____	<input type="checkbox"/>
15. _____	_____	_____	<input type="checkbox"/>
16. _____	_____	_____	<input type="checkbox"/>
17. _____	_____	_____	<input type="checkbox"/>
18. _____	_____	_____	<input type="checkbox"/>
19. _____	_____	_____	<input type="checkbox"/>
20. _____	_____	_____	<input type="checkbox"/>

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					

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					

Food	
1.	Cake/Cupcakes <input type="checkbox"/>
2.	Drinks (Punch/Sodas/Lemonade) <input type="checkbox"/>
3.	<hr/>
4.	<hr/>
5.	<hr/>
6.	<hr/>
7.	<hr/>
8.	<hr/>
9.	<hr/>
10.	<hr/>

Party Supplies	
1.	Plates <input type="checkbox"/>
2.	Forks/Spoons, etc. <input type="checkbox"/>
3.	Napkins <input type="checkbox"/>
4.	Cups <input type="checkbox"/>
5.	Tablecloths <input type="checkbox"/>
6.	Cake Candles <input type="checkbox"/>
7.	<hr/>
8.	<hr/>
9.	<hr/>
10.	<hr/>

Decorations	
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>
6.	<hr/>
7.	<hr/>
8.	<hr/>
9.	<hr/>
10.	<hr/>

Party Bags (contents)	
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>
6.	<hr/>
7.	<hr/>
8.	<hr/>
9.	<hr/>
10.	<hr/>

Activities/Games	Schedule/Time
1.	<hr/>
2.	<hr/>
3.	<hr/>
4.	<hr/>
5.	<hr/>
6.	<hr/>
7.	<hr/>
8.	<hr/>



Step 4: Party Day

4 - 6 Hours Before Guests	
Party set up - tables, crafts & activities, music, decorate	
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	
Glass of bubbles & relax	