



Let's plan a
PARTY!

4-6 WEEKS BEFORE!

- DECIDE ON A THEME
- HOW MANY KIDS ARE BEING INVITED?
- BOOK VENUE/INFLATABLES
- BOOK YOUR CAKE

2-3 WEEKS BEFORE!

- SEND INVITATIONS
{BE SURE TO ASK PARENTS FOR ANY ALLERGIES}.
- PICK UP PARTY SUPPLIES

1 WEEK BEFORE!

- DECIDE ON FOOD
- PREPARE PARTY BAGS
- PLAN CRAFTS/GAMES

2-3 DAYS BEFORE!

- PURCHASE FOOD FOR THE PARTY
- PICK UP ANY LAST MINUTE PARTY SUPPLIES

1-2 DAYS BEFORE!

- PREPARE PARTY BAGS
- BAKE CAKE
- PREPARE ANY OTHER BAKED TREATS

PARTY DAY!

- CHARGE CAMERA
- PICK UP CAKE & OTHER PRE-ORDERED FOOD
- SET OUT ANY CRAFTS &/OR GAMES
- HAVE FUN!