

BIRTHDAY PACKET

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PLANNING TIMELINE



6 TO 8 WEEKS BEFORE THE PARTY

- SELECT A DATE, TIME AND LOCATION FOR THE PARTY.
- DECIDE ON THE NUMBER OF GUESTS AND DEVELOP A GUEST LIST.
- IF DESIRED, CALL TO BOOK AN ENTERTAINER, SUCH AS A CLOWN OR MAGICIAN, TO OCCUPY CHILDREN AT THE PARTY.
- DEVELOP A THEME FOR THE PARTY, INCLUDING YOUR CHILD IN THIS PROCESS IF HE OR SHE IS OLD ENOUGH TO PARTICIPATE.
- IF YOU WANT PERSONALIZED INVITATIONS, PLACE THE ORDER SO THAT THEY ARRIVE AT LEAST 3 WEEKS BEFORE THE PARTY.

3 TO 4 WEEKS BEFORE THE PARTY

- PREPARE INVITATIONS AND MAIL OR HAND-DELIVER THEM.
- PUT YOUR GUEST LIST NEAR THE PHONE SO YOU CAN EASILY RECORD RESPONSES AS INVITEES CALL TO RSVP.
- SHOP FOR PARTY SUPPLIES.
- ASK A FAVORITE BABYSITTER, FRIEND OR RELATIVE TO HELP OUT AT THE PARTY.

2 TO 3 WEEKS BEFORE THE PARTY

- SELECT 3 - 6 ACTIVITIES TO ENTERTAIN CHILDREN AT THE PARTY.
- PURCHASE ANY SUPPLIES NEEDED FOR THE ACTIVITIES YOU SELECTED.
- IF SERVING A MEAL, DECIDE ON THE MENU.
- ORDER A CAKE (UNLESS YOU PLAN TO BAKE ONE).

1 WEEK AHEAD

- CALL ANY INVITEES WHO HAVE NOT RESPONDED.
- DECIDE ON THE AGENDA FOR THE PARTY, INCLUDING THE ORDER OF YOUR SELECTED ACTIVITIES, WHAT TIME YOU WANT TO SERVE FOOD AND/OR CAKE, AND IF IT'S A BIRTHDAY PARTY, WHEN THE BIRTHDAY BOY OR GIRL WILL OPEN PRESENTS.
- TRY ANY GAMES OR ACTIVITIES WITH WHICH YOU ARE UNFAMILIAR.
- VISIT THE LIBRARY AND CHECK OUT ANY BOOKS OR TAPES YOU PLAN TO USE AT THE PARTY.

PLANNING TIMELINE



2 TO 3 DAYS AHEAD

- PURCHASE GROCERIES OR ANY PRE-PREPARED FOOD YOU PLAN TO SERVE.
- PUT THE FAVOR BAGS TOGETHER.
- CHARGE YOUR VIDEO CAMERA AND/OR PUT FRESH BATTERIES IN YOUR REGULAR OR DIGITAL CAMERA.
- PREPARE (COPY, CUT OUT, ETC.) ANY CRAFTS THAT CAN BE SET UP AHEAD OF TIME.
- BAKE ANY COOKIES OR TREATS THAT CAN BE MADE AHEAD

THE DAY BEFORE THE PARTY

- CLEAN THE PARTY AREA. PUT AWAY ITEMS THAT MAY BE DANGEROUS OR DISTRACTING.
- BAKE OR PICK UP THE CAKE.
- IF ORDERING FOOD SUCH AS PIZZA, CALL TO ARRANGE A DELIVERY TIME.
- IF NECESSARY, CONFIRM WITH THE ENTERTAINER AND/OR ANY HELPERS WHO YOU'VE ASKED TO ATTEND.
- SIT DOWN WITH YOUR CHILD AND DISCUSS HIS OR HER EXPECTATIONS FOR THE NEXT DAY.

4 TO 5 HOURS AHEAD

- SET THE TABLE AND DECORATE.
- IF YOU ARE PLANNING A BIRTHDAY PARTY, PUT THE CANDLES ON THE CAKE AND PLACE MATCHES NEARBY.
- GET BALLOONS FILLED/PICK UP PRE-FILLED LATEX OR MYLAR BALLOONS.
- IF YOU'RE HAVING THE PARTY AT HOME, TIE SOME BALLOONS TO THE MAILBOX OR THE FRONT PORCH TO HELP MARK THE PARTY LOCATION.
- PLACE CRAFTS AND PRIZES NEAR THE ACTIVITY LOCATION(S).
- LOCATE PAPER AND A PENCIL FOR RECORDING GIFTS (FOR THANK-YOU NOTES).

1 TO 2 HOURS AHEAD

- CONSIDER PUTTING YOUR PETS IN AN AREA AWAY FROM GUESTS.
- GET THE BIRTHDAY BOY OR GIRL AND ALL SIBLINGS DRESSED FOR THE PARTY.
- SET UP THE FIRST ACTIVITY, LETTING YOUR CHILD HELP AS MUCH AS POSSIBLE.
- SET UP THE FOOD.

