

Children's Parties
SUPAKIDS - Kids' Birthday Party Checklist

SIX WEEKS BEFORE

- Choose a theme with your child
- Determine the guest list
- Reserve your party venue

FOUR WEEKS BEFORE

- Prepare your invitations
- Ask for an updated class list from your child's teacher
- Determine games, activities and menu to match your party theme – chat to your party planner for options available to suite your theme
- If ordering a cake, place your order

THREE WEEKS BEFORE

- Mail invitations
- Arrange for extra help, if necessary

ONE OR TWO WEEKS BEFORE

- Create a party flow schedule
- Call families who have not yet responded to your invitation

THREE DAYS BEFORE

- Purchase food
- Purchase batteries for camera
- Charge video camera
- Call party venue to confirm all details

ONE OR TWO DAYS BEFORE

- Confirm help if using extra help
- Prepare make-ahead food

ONE WEEK AFTER

- Send thank you notes!