



## Party Timeline

### SIX Weeks Before,

- Choose theme with child
- Determine Guest List
- Choose party date (on a day special friends are available to attend)

### FOUR Weeks Before,

- Prepare Invitations
- Request Updated Class List
- Determine Games/Activities & Music
- Place order for Cake &/or Food

### THREE Weeks Before,

- Mail Invitations
- Purchase Party Supplies
- Prepare hand-made decorations
- Arranged for extra help if needed (1 helper for every 4-6 children)

### ONE or TWO Weeks Before,

- Create party flow schedule
- Pre-make any simple crafts
- Call guests who have not responded

### THREE DAYS Before,

- Purchase food
- Purchase/Charge batteries
- Confirm venue reservation + entertainment + extra help
- Prepare Party Favors

### ONE or TWO DAYS Before,

- Bake cake (or pick up pre-ordered)
- Prepare make-ahead food
- Decorate home or prep for venue



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