



Party Planning Timeline

Good planning is the key to all successful parties. Here's a checklist you can use to make sure you remember every detail.

Four weeks before the party:

- Pick a date and starting and ending time for the party.
- Make a guest list. Remember to include:
 - Immediate family members
 - Friends from school
 - Friends from daycare
 - Friends from the neighborhood
- Choose party theme.
- Choose party location.
- Buy invitations, paper and party goods to match the theme.

Two to three weeks before the party:

- Mail invitations with a map and your telephone number.
- Order the themed cake from your local bakery.
- Plan a menu.
- Arrange help for the party (such as family and friends).
- Plan party games and activities.
- Shop for your party supplies.



One week before the party:

- Confirm your cake order.
- Write the party-day schedule on a note card.

Two to three days before the party:

- Call guests who have not responded to their invitation.
- Wash any special clothes needed for party day.
- Shop for and/or check to make sure you have:
 - Groceries for your menu
 - Birthday candles and matches
 - Film for your camera
 - Tapes for your camcorder
 - Batteries
 - Extra paper towels

The day before the party:

- Pick up the cake.
- Decorate and childproof the party area.
- Prepare any food that can be made in advance.

The day of the party:

- Prepare the last minute foods.
- Have your camera and camcorder handy, but away from the kids.
- Place the candles on the cake.
- Remember to keep things fun.