

# Party Check List

## 1 Month Before

- Pick a party date, time and location (have a back-up if holding outside)
- Choose a party theme
- Book entertainment, if any

## 3 Weeks Before

- Make a guest list and purchase invitations
- Send out any invitations which need to be mailed
- Decide on activities or games
- Order party supplies and rentals

## 2 Weeks Before

- Send out invitations which are being hand-delivered
- Purchase decorations
- Purchase goody bags and fillers as well as prizes
- Plan menu and decide if you will purchase or make a birthday cake
- Arrange for help at the party if needed (a favourite baby-sitter)

## 1 Week Before

- Plan the party agenda
- Go grocery shopping
- Prepare any food which can be frozen

## 2-3 Days Before

- Assemble goody bags
- Prepare food that can be made in advance (not frozen)
- Clean and childproof the party area
- Pick up any ordered supplies (like extra chairs or dishes)
- Gather supplies you will be using (extra chairs, tables, etc.)

## 1 Day Before

- Clear the party area of any furniture that needs removal
- Set up large party supplies (like tables)
- Pick up birthday cake (if ordered)

## Day of

- Prepare remaining food
- Decorate
- Set-up games and have prizes prepared

## Supplies to Purchase

- Birthday Candles
- Batteries
- Paper Plates /  
Napkins / Cutlery / Cups



More Ideas at [RiceKrispies.ca](http://RiceKrispies.ca)