



Party Planning Guide

This helpful guide will provide you with ideas and tips for making your next party a great hit.

For more party entertainment ideas,
please visit:

www.omagic.com

www.kidsbirthday.org

www.magicshow4kids.com



Party Planning Guide

13 Weeks Before

- Set the party date and time
- Decide on a budget
- Select a theme for the party. Involve you kids and get their ideas. Be aware of what's popular with kids.
- If the party is not at your house, now is the time to book the location.
- Hire the entertainment (magician, bounce house, face painter, balloon twister, etc.)
- If you are hiring a professional photographer, book them now.
- Any printed materials, paper invitations, party specialties, order them now.

6 Weeks Before

- Plan the menu and décor to match the theme

4 Weeks Before

- If you are ordering food (catering, 6 foot sandwich, cake, etc.) order it now
- If you are using a party rental company for chairs, tables, and other items, contact them now

3 Weeks Before

- Send out the invitations
- Take a quick inventory of what party decorations you have on hand, and make a shopping trip, order online, or borrow items you might be lacking.
- For whatever games the kids will be playing, be sure to buy or borrow any supplies that will be necessary
- Get your goodie bag supplies ordered
- If you are printing your own party materials, be sure to order printer ink.

2 Weeks Before

- Begin printing and assembling party printables. Don't forget to have the kids help out. They'll get excited to see their special day is coming soon.



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1 Week Before

- Shopping Time! Buy all of the non-perishable food and drinks
- Stock the goodie bags
- Write out the schedule of games and activities for the party. Be sure to include the kids so they will look forward to all of the fun
- Contact those who have not RSVPed for the party to get an accurate head count.
- If you are making the cake, bake and freeze it without putting on the icing.
- Now is the time to confirm all of the 'hired contractors': caterer, cake designer, photographer, magician, face painter, bounce house.

3 Days Before

- Check your setup. Do a test run, put out tables and make sure everything fits.

2 Days Before

- Check the bathrooms for adequate toilet paper and clean towels.
- Make sure the cameras have batteries fully charged
- Time to go shopping again. Purchase those perishable foods.

1 Day Before

- Refrigerate the beverages
- Take the cake out of the freezer
- For food items that can be refrigerated, get them prepared
- Start hanging decorations, and of course, get the kids to help
- Set up the activities and games

Day Of The Party

- (5 hours before) Buy ice & balloons, set up dessert table, fix last minute food items
- (4 hours before) Frost the cake or pick it up, set up the food table
- (3 hours before) Arrange last minute decorations, activities, and games
- (1 hour before) Any food that needs reheating should be done now

GOOD JOB! YOU'VE DONE IT. NOW IT'S TIME TO HAVE SOME BIRTHDAY FUN!