



# 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 & Menu
- 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 sample 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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