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## Kids' Birthday Party Planning Checklist



### 1 Month Before the Party:

#### ✓ Theme Selection:

- Brainstorm theme ideas (princess, superhero, animals, etc.)
- Finalize the party theme

#### ✓ Logistics:

- Set a date and time
- Create a guest list
- Book a venue (if not hosting at home)
- Determine the number of guests

#### ✓ Budgeting:

- Plan a detailed budget (decor, food, entertainment, favors)

#### Notes:

Consider party size limitations.-----

Research venue cancellation policies.-----

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## 3 Weeks Before the Party:

### ✓ Invitations & Communication:

- Send out invitations (digital or printed)
- Follow up on RSVPs

### ✓ Entertainment & Activities:

- Decide on party activities and games (treasure hunt, crafts, etc.)
- Book entertainment (magician, clown, face painter, etc.)

### ✓ Food & Favors:

- Plan the menu and order the cake
- Arrange for party favors and return gifts
- Note any food allergies of guests

**Notes:** Check for potential guest conflicts with the party date.-----

Confirm entertainment availability and backup options.-----

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## 1-2 Weeks Before the Party:

### ✓ Decorations & Supplies:

- Purchase decorations and supplies (balloons, banners, tableware)
- Order balloons and themed backdrops
- Plan lighting and special effects
- Select and prepare themed props and accessories (character cutouts, themed tableware, etc.)

### ✓ Setup & Logistics:

- Plan the seating arrangement
- Confirm bookings for entertainment and food
- Prepare a playlist for music and dancing
- Plan the cake table layout

### ✓ DIY Preparation:

- Gather supplies for any DIY decorations

**Notes:** Confirm bouncy house delivery window.-----

Finalize craft activity supplies.-----

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## 3 Days Before the Party:

### ✓ Venue Preparation:

- Set up the venue layout
- Assemble DIY decorations (if any)
- Test lighting and special effects

### ✓ Final Checks:

- Confirm guest attendance
- Buy perishable food items
- Charge your camera or phone for pictures
- Confirm all deliveries

**Notes:**

Ensure all decorations arrive on time. -----

Check for last-minute RSVPs.-----

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## On the Day of the Party:

### ✓ Decoration Setup:

- Set up decorations and balloon arrangements
- Set up themed props and accessories

### ✓ Food & Favors:

- Prepare the food and drinks
- Arrange party favors and goodie bags
- Set up the cake table and candles

### ✓ Enjoy & Capture:

- Enjoy the party and take lots of pictures!
- Implement your planned games and activities

### **Safety:**

- Ensure all safety precautions are in place
- Have a first aid kit available

**Notes:** Assign a designated photographer.-----

Keep extra supplies for unexpected guests.-----

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## **Post-Party:**

### **Cleanup & Follow-up:**

- Plan for post-party cleanup
- Send thank-you notes to guests

**Notes:**Store leftover decorations for future use. -----

Share party photos with attendees.-----