

# THE KIDS PARTY SURVIVAL GUIDE FOR BUSY PARENTS

## The 4 Step Party Planning Framework

### Step 1: Mapping

(Approx 3 months before party)

Birthday child's name:	Age:
Date:	Time:
Theme:	
Home or Venue:	
Possible Venues:	

### ➤ Guest List ➤

Name	Mum's Name	Phone No	RSVP
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>
11.			<input type="checkbox"/>
12.			<input type="checkbox"/>
13.			<input type="checkbox"/>
14.			<input type="checkbox"/>
15.			<input type="checkbox"/>
16.			<input type="checkbox"/>
17.			<input type="checkbox"/>
18.			<input type="checkbox"/>
19.			<input type="checkbox"/>
20.			<input type="checkbox"/>

Adults invited too?: How many?: \_\_\_\_\_

### Type of party?

- DIY (Do It Yourself)
- DIWS (Do It With Someone – outsource one or two jobs)
- DIWY (Do It Without You – event manager / party planner)

## Budget

Description	Amount
Theme & Decorations	<input style="width: 100%; height: 20px;" type="text"/>
Invitations	<input style="width: 100%; height: 20px;" type="text"/>
Food, Cake & Drinks	<input style="width: 100%; height: 20px;" type="text"/>
Party Supplies	<input style="width: 100%; height: 20px;" type="text"/>
Party Bags	<input style="width: 100%; height: 20px;" type="text"/>
Games, Activities or Entertainment	<input style="width: 100%; height: 20px;" type="text"/>

### Notes & Special Instructions:

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## Step 2: Planning (Approx 3 months before party)

## Step 3: Organising

Category Plan	Details	Page#	Supplier/Helpers	Details	Done
Guest List					
Develop the theme					
* Book Venue					
* Hire Entertainment					
* Hire Photographer					
* Hire Event manager					
<b>6 Weeks Before</b>					
Plan menu or hire caterer					
- Create Shopping List					
Plan decorations					
List owned items					
- Create Shopping List					
<b>4 Weeks Before</b>					
Equipment Hire (tables, chairs) - order now					
Order or craft Invitations					
- Create Shopping List					
Plan Games/Crafts/Activities					
- Create Shopping List					
Plan any costumes					
Shop for items that need assembling/making					

## Step 2: Planning (Approx 3 months before party)

## Step 3: Organising

Category Plan	Details	Page#	Supplier/Helpers	Details	Done
<b>3 Weeks Before</b>					
Send out invitations					
Cont. any making/crafting					
<b>2 Weeks Before</b>					
Cake - bake & freeze or order					
Plan out your party schedule					
Plan out music					
<b>One Week Before</b>					
Confirm any bookings					
Shop for party supplies					
Send Photographer the					
What To Photograph list					
Prepare party games/activities					
<b>3-4 Days Before</b>					
Call guests who haven't RSVPd					
Prepare prizes, party bags					
Organise cameras & batteries					
<b>One Day Before</b>					
Clean and Tidy house/garden					
Order take away food (if)					
Check your lists and					
schedule					
Decorate Cake					

# Step 4: Party Day

<b>4 - 6 Hours Before Guests</b>	
Party set up - tables, crafts & activities, music, decorate	
inflate balloons, (balloons on letterbox), cameras ready, cake/knife/candles, party bags by the door	
<b>One Hour Before</b>	
Organise any pets	
Get children & self dressed	
Food on table	
Turn on music	
Grab your schedule	
<b>End Of Party</b>	
Thank you notes	
Glass of bubbles & relax	