

Checklist

For A Party At Home



**Follow This Step — By — Step Checklist
To Stay Focused
& Creating A Memorable Occasion!**

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Six to eight weeks before the party

Planning

- ☐ Think about which room/s to use in the house and whether there is a suitable amount of space.
- ☐ Decide on the number of children you can accommodate, bearing in mind that for young children, parents are also likely to be present.
- ☐ Decide if there is going to be a theme for the party.
- ☐ If it's a summer party and you plan to hold it in the garden, is there a covered area if the weather changes?
- ☐ Do you have pets, and if so can they be trusted around children or cared for elsewhere?
- ☐ Are you planning to hire an entertainer or a bouncy castle? If so contact the company for availability and get them booked, remembering to ask any relevant questions.

Invitations

- ☐ Confirm the names of guests to be invited and wherever possible find out surnames and dietary requirements, keeping a list of names and telephone numbers of party guests.
- ☐ Include an RSVP on the invitation with a contact name, telephone no. and date by which you need a reply.
- ☐ Include directions to your house and parking instructions.

Cake

- ☐ If you have decided to order a birthday cake from a supplier, contact them for samples or pictures of the cakes they have made to help you make your choice.
- ☐ Specify the date by which you need the cake and order early as for some cakes the icing will need time to set. If the name is to be iced onto the cake, make sure they have the correct spelling!



Food

- ☐ Decide on the timings of the party as well as your catering budget. If it is held at 12 noon or at 5pm, guests will assume you will be providing a meal. If your budget doesn't allow for this, then hold the party in the middle of the afternoon when you can get away with serving a few nibbles or ice cream and cakes and make sure you say this on the invitation.
- ☐ Decide if you are going to use an outside caterer, and if so, contact them and check their availability.
- ☐ Will you provide a sit-down meal or is your house better suited to buffet style nibbles?
- ☐ Do you have space for everyone to sit and eat?

If using a caterer...

- ✓ Does the caterer hold a sufficient certificate in hygiene standards?
- ✓ Find out the type of food they provide and ask for a price list or whether they charge a flat fee.
- ✓ Will the caterer be present to ensure food is stored correctly and uncovered at the right time?
- ✓ Do they deliver?
- ✓ Do they serve the food, do they tidy up after?
- ✓ Do they provide table linen, napkins, crockery and cutlery? Is a deposit required for this?
- ✓ Do they serve specially requested food?
- ✓ Will the caterer need access to the oven?



Two to three weeks before...

Entertainment and activities

- ☐ Sort out a device for playing music and decide on a playlist/cd and designate someone to control the music.
- ☐ If using an entertainer, a dj or a magician, check if they need access to power points in the house and decide the best place to use as the 'stage'. If hiring a bouncy castle, ensure the garden is of a sufficient size and in the right state to accommodate it!
- ☐ Select party games to play ensuring you have props and prizes for games such as Pass-the-Parcel, and organize the party bags.

Decorations

- ☐ Source decorations, balloons, streamers, table confetti, 'Happy Birthday' banners, party hats or masks.
- ☐ If you are using helium balloons and wish to hire a helium gas bottle, they are usually available from balloon suppliers, so contact them and ask if they deliver or if you have to collect.

Allocating tasks

- ☐ Plan who is going to help at the party such as other parents or relatives etc, you can't be everywhere at once!
- ☐ Ask someone to be in charge of taking some photographs throughout the party so you can concentrate on making sure the birthday child is having fun. Let them know any key pictures you would like, ie. blowing out the candles on the cake.

One to two days before...

- ☐ Ensure you have bought all the food you need if catering yourself. Large economy packs from supermarkets are a good idea along with items that just need to be defrosted so you don't spend all morning cooking!
- ☐ Find your camera and make sure you have extra film and batteries, or if digital, ensure battery is charged.
- ☐ Decide what the birthday child and you are going to wear at the party and get it ready.
- ☐ Ensure you have the birthday cake ready, plus candles! If
- ☐ you are filming the party, check the equipment works!
- ☐ Follow up on any non receipts of RSVPs for a final count.
- ☐ Fill all party bags and wrap the Pass-the-Parcel.
- ☐ Write a 'to do' list for the party day.



The day of the party...

- ☐ Prepare the food and drink.
- ☐ Organize your helpers.
- ☐ Blow up the balloons and put up decorations.
- ☐ Pick up the birthday cake if one has been ordered.
- ☐ Set out the table and table decorations.
- ☐ Make sure everyone eats properly before the party.
- ☐ Make sure any pets are in the right place before the guests arrive.
- ☐ Start the music and welcome the guests.

Relax and enjoy yourself!

For more ideas and help with
your party planning contact
Ms Janis Online or by Phone!

Online: www.msjanis.com

By Phone: 800-704-8862





About Ms Janis

Fun, upbeat, educational music that parents will enjoy as much as their children.

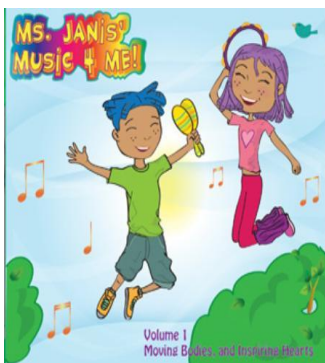
Biography

Janis Dionne McDavid has 9 years of experience working with children in the New York City area. Originally from Greenville, South Carolina, she obtained her BFA from Howard University and an MFA from Rutgers University. Janis is a Leapsmart business owner. Leapsmart is a creative movement program for preschool children. In 2009, Ms. Janis released her debut children's album, "Volume 1: Moving Bodies and Inspiring Hearts", to great reviews. Her sophomore album, "Volume 2: Tumbling Fun", is set to be released February 2013.



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