

THE PERFECT PARTY PLANNER



THEME

WHAT IS THE PARTY BASED ON?
WHAT'S THE COLOR SCHEME?

WELCOME ACTIVITY

WHILE CHILDREN ARE ARRIVING, WHAT CAN KEEP THEM
BUSY AND EXCITED WHILE OTHERS ARE ARRIVING?
FACE PAINTING, COLORING PARTY RELATED ITEMS, BLOW UP BALLOONS, ETC.

ACTIVITY STATIONS

WHAT ARE VARIOUS GAMES OR ACTIVITIES
TO ROTATE THROUGH?
LOCATIONS FOR ACTIVITIES? WHO WILL SUPERVISE DIFFERENT ACTIVITIES?

INVITATIONS

PURCHASED, ONLINE IDEAS, HOMEMADE
IF HAND-DELIVERED, WHAT CAN BE INCLUDED?
IF MAILED, HOW CAN THEY BE DRESSED UP?

CAKE

HOMEMADE OR PURCHASED?
CAN IT BE DECORATED WITH CANDY,
TAGS, PAPER TOPPERS, ETC.

PHOTO OP

BACKDROP? LOCATION?
PROPS OR COSTUMES?

DÉCOR

TISSUE POMS, LANTERNS,
PAPER FLOWERS, PENNANT BANNERS, ETC.

FOOD

WILL YOU SERVE A MEAL, SNACKS OR TREATS?
WHAT CAN BE MADE AHEAD OF TIME?

SURPRISE

WHAT WILL "WOW" THE BIRTHDAY CHILD &
THE GUESTS & HAVE THEM TALKING FOR DAYS?
SPECIAL GUEST, MAGIC SHOW, ANIMAL, OUTSIDE ACTIVITY

MAIN TABLE

WHAT CAN ADD IMPACT, HEIGHT & DRAMA?
CAKE STANDS, DESSERT TRAYS, GLASS JARS,
APOTHECARY JARS, ETC.

MUSIC

WHAT SONGS WILL ADD
TO THE AMBIENCE & THEME?
PLAY FROM IPOD OR PHONE? SPEAKERS?

PARTY FAVORS

WHAT IS A PERSONALIZED WAY TO THANK GUESTS?
KEEP WITH THEME OR COLOR SCHEME, PERSONALIZED
TAGS, PACKAGING
