

# PARTY CHECKLIST

*(brought to you by [abracadabraparties.com.au](http://abracadabraparties.com.au))*

You'll be relaxed and well prepared when the day of the party arrives with this complete countdown checklist. If you wish to shortcut this list just go to Abaracadabra Parties and order a party in a box. Within minutes you will have accomplished many of these tasks, and find help for many more

## 3 to 4 Weeks prior to your party

- Determine the type of party (*formal, special occasion, holiday, children's, etc.*)
- Decide if you want drinks, finger foods, buffet, full meal, or other
- Pick your party theme (*our website has lots of ideas to inspire you*)
- Decide on the number of guests you would like to invite  
*(For a child's party, a good rule of thumb is to invite a friend for each year of their age, ie. a 2 year old would have 2 friends; a 6 year old would have 6 friends)*
- Set a date and time for your party  
*(If the party is for a child, generally it is 1½ to 2½ hrs long, depending on their ages. For children under 8, a 2-hour party is usually long enough. For children aged 3 and under you could even look at less time.)*
- Decide on an RSVP date (*usually a week before the party*)
- If holding the party away from home, book your location and pay a deposit.  
*(It is a good idea to decide on a wet weather alternative, if you need to, and let parents know either the night before or on the day if there is a venue change.)*
- Book Entertainment if required, or decide on Activities & Games.  
*(our online party shop has lots theme based games you can buy, and the Freebies section has a huge database of indoor & outdoor games suitable for parties)*
- Order party supplies, decorations, party favours & prizes for games.  
*(our online party shop is a great place to start. Be sure to also order enough tableware for the adults that will attend)*
- Put together your guest list and gather addresses and phone numbers
- Order invitations, or make your own  
*(the freebies section of our website has some great templates you can download for free, Or checkout our great range of original designs)*

## 2 to 3 Weeks prior to your party

- Address and mail your invitations
- Plan your menu and purchase non-perishable food and drinks  
*(Remember to buy candles & matches, as well as plenty of batteries and film for cameras and videos, if not digital)*
- Order the cake from a supermarket/cake decorator if you are not baking your own.
- Contact any friends or family you need to help with the party  
*(It is a good idea to assign someone to be the official photographer at the party. That way, you won't miss any of the magic moments. Give them a list of shots you would like, ie. blowing out the candles, cutting the cake, playing a certain game.)*
- Choose your music & borrow CDs from family & friends if needed
- Book any equipment you need to rent (chairs, tables, etc.)

- Confirm any friends, family, and hired service people working at the party
- Pick out your party outfit and have it cleaned if necessary
- Finalize the space layout and decorations
- Shop for bulk of perishable food
- Place RSVP guest list & pen beside the phone

### 1 Week Before

- Bake the cake and freeze it, if making your own.
- Make any other foods that can be made ahead of time and store foods in the freezer.
- Write out a final schedule of activities for the party for timing of things, and be exact.
- Confirm any orders placed for the cake and/or party supplies
- Let brothers/sisters invite a special friend over for the day so they won't feel left out. They can either play apart from the party or they can be helpers
- Clean your house if party is at home
- Gather your supplies and equipment together
- Shop for any last-minute food or supplies
- Finalise details with any companies supplying contracted services
- Assign specific tasks to your volunteer assistants
- Make up the **Goody Bags** for each child to take home with them  
*(Remember to make a couple of extras for younger siblings who might be at the party, although not officially on the guest list. Rather than filling the bags with lollies, you could do something different like follow the theme of the party by including novelty items such as magic tricks, pencils with animals on top, porcelain fairies, stretchy animals, etc. Our website has some great ideas)*
- Get all the pieces ready for the games you will play  
*(ie. Pass the Parcel Pin the Tail on the Donkey, etc)*
- Don't forget to get the birthday girl/boy their present from you!
- Call non RSVP guests

### Two Days Before

- Buy remaining food for the party.  
*(Remember that if adults are staying, you may need to think about adult food. Most don't expect anything special but if you've got grandparents or elderly relatives coming, they usually like to eat something other than fairy bread with their cup of tea. If you're having the party in a local park or playground, contact a mobile coffee van and tell them where and when your party is so that they can turn up. That way, you'll keep the adults happy too)*
- Check batteries for the digital camera and/or camcorder
- Arrange balloons filled with helium to pick up the day of the party, or order a helium tank and balloons pack for a cheaper DIY option.  
*(It is fun to give each guest a balloon to take home)*
- Clean Party Area if holding party at home
- Make necessary space in refrigerator

- Fill piñata with lollies if using one
- Defrost frozen foods

### One Day Before

- Finish decorating the cake, or pick up the cake from the bakery
- Pick up helium-filled balloons
- Child-proof the party area.
- Decorate any indoor areas  
*(save outdoor decorating for the day of the party)*
- Prepare food that can be made ahead of time
- Clean bathrooms
- Set up a gift area near the entrance for presents to be placed
- Super Important for a child's Party**  
Make sure the guest of honour has a good nights sleep before the party.

### Party Day

- Put up all the cake & party balloons, if ordered.  
*(It's a good idea to invite some adult help to blow up all the balloons if you haven't ordered a helium tank, or invest in a reliable balloon pump!)*
- Prepare foods and drinks that could not be made ahead of time
- Decorate outdoor areas & setup birthday games
- Set up a gift area near the entrance for presents to be placed  
*(depending on your situation, it may be easier to open the gifts after the party so your child doesn't forget about the true meaning of why they are receiving such gorgeous gifts. If you have decided to open the gifts at the party, ask an adult to be the monitor so that you can keep track of who gave what by simply jotting on the back of the card what the present was.*
- Secure pets is needed
- If children are being dropped off, make sure you get a **contact phone number** for each parent just in case there's an emergency.
- Relax and enjoy yourself – you have everything covered
- Plan a Nap for Yourself After the party!

### After The Party

- Send Out Thank You Cards, if required  
*(A good rule of Thank You card etiquette is that if your child opened the gift whilst the giver was there and they said thank you at the time, you do not need to send a card. If your child opened the present after the guests had left, a Thank You card is a really nice touch)*
- Collect photos and save in photo album for good memories

So that's it. Congratulations- the party is over, for another year.