

Don't forget  
the little  
things...



## Party Planning Checklist

GOT A PARTY COMING UP? GIVE US A CALL ON 1800 FLY BY FUN (1800 359 293)  
TO FIND OUT MORE ABOUT OUR CHILDREN'S ENTERTAINMENT...

# Party Planning Checklist

## 4-6 Weeks

- Set Budget
- Choose party date and time
- Choose length of the party
- Choose venue
- Finalise guest list
- Book the entertainment
- Plan party decorations
- Plan the birthday cake
- Send invitations

## 2-3 Weeks

- Plan party food
- Organise wet weather plan
- Confirm bookings

## 1 Week

- Do shopping
- Buy birthday present
- Bake birthday cake
- Pack party bags
- Run sheet

## On the Day

- Put up decorations
- Music
- Present table
- Drinks station
- Parent contact details

## Week After

- Thank you cards

