



# Anna's Party Works

[www.AnnasPartyWorks.com](http://www.AnnasPartyWorks.com)

## Party TimeLine

### **6 to 4 weeks in advance:**

- Set your party date by checking VIP schedules
- Consider a time frame that your child will not be too tired to enjoy his/her party
- If your child is 3 or older get them as involved as possible with planning this party, even putting invites in the mailbox. Talk about themes.
- Book entertainment, location, caterer, flower or balloon centerpieces 3 to 2 weeks
- Send out invitations
- Purchase themed paper supplies, decorations, and party favors

### **1 Week in advance**

- Confirm your guest list (calling those who did not RSVP is perfectly acceptable)
- Enlist help (A teenage neighbor or relative could always use some extra cash) to:
  1. Assemble any decorations, party supplies and party favors.
  2. (If your party is at home) To put away your child's favorite toys.
  3. A sign for the child's bedroom (and any other place) to keep this personal space off limits and to keep a good watch on the children.
- If you are not baking the cake, now is a good time to order it
- Walk through activities, or any planned crafts to make sure you have all supplies in a container near the planned activity location
- Set up a music station with themed or relaxing music for a light and fun atmosphere (This really helps to set a festive atmosphere)

#### 2 Days in advance

- Confirm entertainment, location etc.
- Check batteries for camcorders, cameras, etc. have extra on hand for gifts that will need them. Have extra film if needed.

### **1 Day in advance**

- Pick up the cake, party food, drinks and ice (don't forget candles)
- Double check party areas for child safety
- Prepare any food platters
- Set up craft and/ or activity environments- identify trash receptacles
- Place cameras in a convenient location



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## Party Time!

- Provide a nourishing breakfast for your family
- Place balloons or sign to indicate Party location i.e. balloons on the mailbox
- Arrange decorations
- Have a carafe of coffee and/or hot tea water for any adults who stay
- Set food out
- Take a lot of pictures. enlist help with this
- Remember this is your child's day...**Enjoy!!**