



Child's Party Planning CHECKLIST

(provided by Best Fun Inc.)

| Schedule | Activity |
|-------------------------------|--|
| 4-6 weeks before party | Choose a theme with your child. See below for themes that Best Fun has to offer |
| | Select date and time for party. |
| | Choose location for party and make reservations, if necessary. |
| | Develop the guest list (neighborhood friends, class mates, team mates, cousins, etc.). |
| | Develop party agenda (example: 1-1:30 arts & crafts, 1:30-2:15 games and entertainment, 2:15-2:30 refreshments, 2:30-3:00 present opening, favor distribution, and free play). See below for ideas on how to set up the agenda. |
| | Book entertainment, if any (magician, face painting, bounce house, etc.). www.bestfun.biz |
| 3-4 weeks before | Make or purchase invitations. |
| | Mail invitations 2 1/2 weeks before party |
| | Plan games and activities |
| 2 weeks before | Purchase party supplies (decorations, favors, party activities). Purchase enough for siblings and a few other extra guests. View the Shopping Check list. |
| | Plan menu and make grocery shopping list. View our Kid Friendly Food List. Best Fun rents concession equipment & supplies...for cotton candy, snow cones, popcorn and more! |
| | Arrange for help. Identify family members and friends who can help set-up/clean-up, prepare and serve food, and coordinate games and activities. |

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| 1 week before | Gather up tables, chairs, toys, coolers, serving dishes, and other supplies you'll be using at the party. Best Fun rents tables and chairs if you need additional for your party. |
| | Follow-up with the invited guests who have not yet RSVP'd to determine final guest count. |
| | Order cake & balloons. Best Fun has helium latex and mylar balloons! Let Best Fun do it all for you! |
| | Prepare any foods that can be frozen for the following week. |
| 2-3 days before | Charge video camera battery and make sure cameras are working. |
| | Do grocery shopping. Don't forget your list |
| | Get cash or make out checks for any paid helpers. |
| | Prepare favor/goodie bags. |
| Day before | Prepare remaining food, including cake or cupcakes if making these. |
| | Clean and child proof party area. |
| Party Day! | Finish last minute food preparation. |
| | Pick up cake and balloons Best Fun delivers Balloons! |
| | Set-up and decorate party area |
| | Set-up games |
| | Have fun! |
| | Do minimum level of clean-up. |
| 2-3 days after | Finish cleanup/put-away. |
| | Have child prepare thank you notes for gifts. Don't forget to send thank you notes to your helpers. |
| | Get film developed and send pictures to distant relatives, put one on fridge, save some for scrap book. |

Best Fun Themes:

Agenda:

A typical two hour party agenda might look like this:

- 15-20 minutes - greet arrivals, free play and unstructured activities (art table, dart game, etc.)
- 45-60 minutes - organized games or entertainer
- 15-20 minutes - refreshments
- 15-20 minutes - additional organized games and activities (include time here for present opening if it's a party where the child receives gifts)
- 15-20 minutes - free play and unstructured activities

A three hour party agenda would allow more time for games & activities, free play, or an entertainer.

Have a great party! Best Fun hopes to be a part of it. Contact us at www.bestfun.biz (317)-356-BEST (2378) or email mike@bestfun.biz.
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