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Party Planning Checklist

Four weeks before the party: Contact Magician

- Contact Amazing Magic Co to confirm date & time of party
- Finalize date & time for party
- Make appropriate reservations if party is away from home
- Plan desired party favors, decorations and gift bags
- Prepare initial guest list and estimate number of invitees
- Purchase or prepare invitations
- Draft directions to party location and test run to ensure accuracy
- Outline a tentative schedule of party activities
- Draft a sample menu and grocery list or arrange catering if needed

Three weeks before the party

- Finalize invitation list and distribute (include directions to site if needed)
- Order birthday cake from bakery (if you're not making your own)
- Arrange for extra help for the infants if necessary
- Make plans for family pet care (if necessary)

Two weeks before the party

- Prepare grocery and beverage shopping list
- Purchase any needed party supplies

One week before the party

- Call any guests who have not responded and get an exact guest count
- Buy any gifts for the birthday child
- Purchase any needed film, disposable cameras, videotape, and batteries for cameras/camcorders
- Buy groceries, beverages, and any snacks
- Prepare and freeze/refrigerate food items that can be made in advance
- Confirm any orders placed for cake and/or party supplies
- Write out a final schedule of activities for the party
- Call to confirm any additional services or entertainment

- Prepare gift bags

One day before the party:

- Clean house, party room facility, or party site
- Set up and arrange party areas. Child-proof party area
- Determine location for magician to set up
- Thaw frozen party foods
- Organize serving pieces
- Finish decorating cake or pick up from bakery
- Pick up helium-filled balloons if you ordered them
- Check your supply of candles and matches
- Decorate any *indoor* areas of party
- Coordinate last-minute arrangements with caterer, servers
- Set aside an accessible notepad and pen to record gift list
- Begin to Write Thank You Notes and Address Envelopes

The day of the party

- Final Decorations of party room and Decorate *outside* party area
- Mark the outside of the house or party area with balloons or a sign
- Prepare and arrange remaining food
- Don't forget about any arrangements you made for your family pet
- Coordinate set-up, service, cleanup with helpers
- Mentally "travel through" party
- Await arrival of first guest
- Keep your schedule of party activities handy
- Expect Magician to arrive 30-45 minutes before scheduled start time
- Give Entertainer his envelope with agreed fee enclosed
- Record gifts received on gift list
- Finish Thank You Notes Mail
- Gift list for TY notes

The day after the party

- Distribute TY notes
- Relax



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