The Balloon Man Show

Children's entertainer free party check list

With the Balloon Man's experience of entertaining at parties, he has put together a check list to avoid anything being forgotten and spoiling the party

Before we begin you must decide what type of party you are looking for. With pen and paper write a list of suggestions. Here are just a few. Tick as appropriate.

a) play centers ___ b) hire a hall ___ c) in your own home___ d) hire a good entertainer ___
e) restaurant ___ f) other ___

Note: If you book an entertainer, give plenty of notice or you may not get the date and time you would prefer.

Tick next to each item once you have completed the checklist!

3 weeks before
- Decide on type of party ___
- Create a guest list ___
- Pick date / time ___
- Book venue ___
- Confirm entertainer booked ___
- Choose theme ___
- Create party supply list ___
- Decide on cake design ___

2 weeks before
- Write and send invites ___
  (include instructions like fancy dress or themes)
- Plan menu ___
- Create food shopping list ___
  (don't forget tableware)
- Plan any games ___
- Make party shopping list ___
  (include banners, prizes, cake decorating and games supplies)
- Order cake ___

1 week before
- Order balloons ___
- Confirm venue and entertainment ___
- Select music ___
- Confirm head count ___
  (call anyone who has not RSVP'd)
- Go shopping using your lists ___
  (don't forget candles and lighter!)
- Wrap Pass The Parcels ___
- Fill party bags (loot bags) ___
- Make room in fridge for any baking ___

2 days before
- Shop for perishables ___
- Film and batteries in camera ___
- Pick up any items you maybe borrowing ___
- Bake cake ___

1 day before
- Decorate cake ___
- Wrap presents ___
- Plan the order of activities ___
- Final food preparations ___

The big day
- Pick up balloons ___
- Pick up ice ___
- Decorate hall ___
- Prepare remaining food ___
- Sit back and enjoy the big day ___

After the party
- Develop film ___
- Write thank you notes ___
- Have a great memory ___