

# Party Planning Checklist

Day of the party

Put out the food (or call to confirm delivery time)  
Don't forget drinks, cups, plates & napkins

Make sure you have a lighter or matches handy for  
the birthday candles

Lock your pets in a bedroom or dog run if they'll be  
disturbed by company

As helpers arrive, work together to decorate the house for  
the party and set up activities or games

Put your present on the gift table first

In the hour before the party, get your children dressed & ready.

As guests arrive, direct them to the restroom and the food.  
Direct children to the first activity, then relax and enjoy  
the party.