



Tel. 909.730.3288  
 Splendidballoons.net  
 Splendidballoons@gmail.com

## Party Planning Check List

Follow these Steps to reduce stress, Bring Peace and make your child special day more enjoyable for everyone!

<b>3 Months Before Party</b>
<input type="checkbox"/> Pick theme <input type="checkbox"/> Choose Date <input type="checkbox"/> Book Facility (if needed) <input type="checkbox"/> Book Entertainment (if needed) <input type="checkbox"/> Other _____

<b>6 Weeks Before Party</b>
<input type="checkbox"/> Make Invitation List <input type="checkbox"/> Create Invitations <input type="checkbox"/> Plan Activities/Food <input type="checkbox"/> Order Accessories <input type="checkbox"/> Rent Supplies (If Needed) <input type="checkbox"/> Other _____

<b>2-3 Weeks Before Party</b>
<input type="checkbox"/> Send Invitations <input type="checkbox"/> Order Cake/Food <input type="checkbox"/> Make Supply List <input type="checkbox"/> Other _____

<b>1 Week Before Party</b>
<input type="checkbox"/> Send Reminders <input type="checkbox"/> Ask Friends to help <input type="checkbox"/> Buy everything on Supply List <input type="checkbox"/> Assemble Party Bags <input type="checkbox"/> Other _____

<b>3 Days before Party</b>
<input type="checkbox"/> Order Balloons <input type="checkbox"/> Prepare Games <input type="checkbox"/> Buy Drinks/Water <input type="checkbox"/> Locate Cooler <input type="checkbox"/> Grab Lawn Sized Garbage Bags <input type="checkbox"/> Other _____

<b>1 Day Before Party</b>
<input type="checkbox"/> Pick Up Cake/Candles <input type="checkbox"/> Buy Ice <input type="checkbox"/> Decorate (if in your home) <input type="checkbox"/> Charge Camera/ <u>Clear Memory Card</u> <input type="checkbox"/> Ask Friends to Bring Cameras <input type="checkbox"/> Other _____

<b>Day of the Party</b>
<input type="checkbox"/> Pick Up balloons <input type="checkbox"/> Fill Cooler <input type="checkbox"/> Decorate (if at a facility) <input type="checkbox"/> Prepare table for gifts <input type="checkbox"/> Put out food <input type="checkbox"/> Give out goodie bags <input type="checkbox"/> Get help for clean up (kids!) <input type="checkbox"/> Other _____

<b>24 hours After the Party</b>
<input type="checkbox"/> Send Thank you Notes <input type="checkbox"/> Return anything Borrowed/Rented

Don't let  
 this linger! →