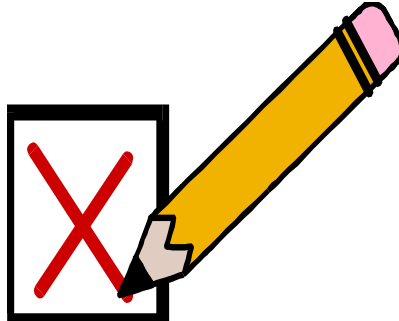


PARTY CHECKLIST



3 – 4 WEEKS BEFORE YOUR PARTY

- Pick the party date and time. Parties are generally 1 ½ to 2 ½ hours long.
- Create a guest list. Guests generally range from friends at daycare, school or the neighborhood, then add close relatives.
- Visit PJ's Party Supply to choose a theme and pick up the invitations. Check out the games and crafts you may want to do at your party.

2 – 3 WEEKS BEFORE YOUR PARTY

- Send the invitations. It is best to ask guests to RSVP to get an estimate of how many children to expect.
- Decide on activities and games to play.
- Consider the age of the children and plan games and activities accordingly. Plan more games than you expect to use in case you run out of activities before the party is over. (see our party guides for helpful advise on timing and planning)
- Plan your menu.
- Arrange for extra help on the party day from friends and relatives.
- Order tables, chairs, chafers and any other equipment you may discover you will need. Arrange for delivery.



1 WEEK BEFORE THE PARTY

- ◆ Order cake from a bakery if you are not baking your own. Bake cake and freeze it, if making your own.
- ◆ Make any other foods that can be made ahead of time and store or freeze.
- ◆ Write out the final schedule and activities for the party. Confirm how many children will be attending. Call your invites!
- ◆ Let siblings invite a special friend over for the day so they won't feel left out. They either play apart from the party or they can be helpers.



- ◆ Head out to PJ's Party Supply to shop for tableware, decorations, party favors, candles, balloons, streamers and activities. Order helium balloons to pick up on the morning of the party. Make sure you purchase enough supplies for the adults that will attend, as well.



2 – 3 DAYS BEFORE THE PARTY

- Buy remaining food for the party. Buy film and/or videotape. (one time cameras work well!)
- Check batteries for the camera and/or camcorder.
- Call those who haven't responded to your RSVP so you can pick up last minute things when you pick up the balloons on party day.
- Call to confirm the delivery of any rentals you ordered.

1 DAY BEFORE THE PARTY

- Finish decorating the cake or pick up the cake you ordered from the bakery (Bakery cake can be picked up same day as balloons).
- Make sure you have plenty of candles & matches.
- Child-proof the party area if necessary. Clean Bathrooms.
- Decorate any indoor areas (save outdoor decorating for the day of the party).
- Prepare food that can be made ahead, take out any food you previously froze. Prepare party favors.
- Set the food table with theme tableware & decorations.
- Arrange any tables and chairs you had delivered. Put table-covers on if used.



PARTY DAY

- Get dressed, consider wearing an apron!
- Gather serving trays. Prepare foods and beverages that could not be made ahead of time. Arrange and refrigerate until guests start to arrive.
- Send a family member down to pick up balloons and any last minute party goods. Make sure they stop to pick up Ice and Cake if necessary!
- Decorate outdoor areas and place Balloons outside to direct guests to the party.
- Set up Birthday Games & Loot Bags for children.
- Secure pets as needed.
- Take at least 15 minutes to rest and refresh yourself so that you're ready to party and enjoy all of your hard work.
- Take plenty of pictures and videos to commemorate this special day.
- Plan to nap after the party!

Quick Decorating Tips

BALLOONS & STREAMERS

Your helium balloons will be great tied onto each child's chair or in an arrangement on the cake table weighted down with a decorative balloon weight. Make sure you order enough for each child to take one home.

#1



Balloon Cluster

#2



Crepe Cluster

#3



Crepe/Ribbon Cluster

Air filled balloons can hang in bunches throughout the party area. Arrange them in clusters like the ones above. Use three colors of crepe paper streamers and three colors of curling ribbon to create the effect of picture #3.

Place them in doorways, bank banners, or tape at corners of rooms; hang from light fixtures or on each side of window treatments. Place them inside and out. If you are draping streamers in the room use a cluster at each corner of the room from a center cluster, all connected with crepe streamers twisted or not.

#1



Step A
Fold Rosette

#2



Step B
Tie Rosette

#3



Step C
Finished Crepe Rosette

Crepe Paper rosettes make any corner of the room look terrific. Or you can use to decorate the buffet/cake table (pin onto corners of table cloth or arrange around cake), pin on curtains, use with balloon clusters and banners. You may use wide satin ribbon to make rosettes, as well.

Step A: Use three rolls of crepe, cut end at a slant. Measure 22" of crepe and hold mark with your fingers. Measure 4" and fold crepe back onto itself. Repeat until you have 6 layers of 4" loops. (If you are doing a number of these you can lay crepe/ribbon on a table and mark measurements with masking tape.)

Step B: When you have created the last loop continue the crepe to the beginning slanted ends and cut at a slant. This will give you 6 tails. Tie a piece of curling ribbon or wire around the base of the loops making sure to secure tightly.

Step C: Separate each group of loops, alternating colors, and give each a $\frac{1}{4}$ twist to keep them from sliding back into each other. Inserting 2 or 3 fingers inside each loop, spread apart all the way down to the base to fluff and smooth.



TABLE DECORATIONS

Spread your coordinating table-cover on your party table. If the table can be damaged, be sure to place a protective cover on first.

Gather together items you want to use for decorating, some ideas are:

- Theme-related toys
- Theme-related or coordinating confetti
- Honeycomb theme centerpieces
- Metallic wire garland
- Assorted color curling ribbon
- Theme related molded candles
- Balloon Bouquet with decorative weight

Arrange items on your table attractively. Setting out the theme tableware will make an impact when guests arrive. Cut several 1 to 2 foot pieces of curling ribbon. Curl sections of the ribbon and scatter around table along with theme confetti focusing on your center grouping which can consist of your cake, a centerpiece, toys or balloons. Weaving wire garland around table décor can create a unique effect.

