



Birthday Party Planning Tips

6 – 8 Weeks in Advance

- ★ You can never be too organised – start planning early!
- ★ Before you can make too any plans, you need to answer the following questions
 - ❖ What is your budget
 - ❖ How much time do you have to plan the party
- ★ Be realistic. If you are not realistic at this stage you will cause yourself stress nearer to the date of the party.
- ★ Give yourself time to talk to your child find out what they want (and allow them to change their mind!). If you are planning it yourself, you need to give yourself time, if you are using a party service, you need to ensure they have availability.

4 - 6 Weeks in Advance

- ★ Now is the time to start getting your child involved
- ★ What is important to your child - they may want to invite the whole class to a themed party, with a disco, a bouncy castle, a chocolate fountain and a bubble machine with handmade party bags – this is fine if you have the money and time for it, but if you do not, you need to discuss with your child which bits they really want. Mostly your child will want to have fun with their friends on their special day
- ★ Once you have agreed on the sort of party you want, you can start to think about how you are going to plan it, if you can agree on a theme, you will be amazed at how easily everything falls into place. You can then theme invitations, costumes, games, and tableware.
- ★ Venue is important – hiring a local hall can be a good way to accommodate a large group of children, and is not always expensive.
- ★ If you are using a party planning service make sure that the date you require is available, and ensure that they have a CRB and public liability insurance.

2 - 4 Weeks in Advance

- ★ Write the guest list and send out the invitations at least 2 weeks before the party date as children's diaries do get full!
- ★ Decide on what type of food you are going to have. Don't forget to cater to specific diets, it is a good idea to always provide a vegetarian options
- ★ Children get invited to a lot of parties, if you can keep it healthy with a few treats you will keep children and their parents happy. Fun healthy food can be vegetables and dips, home made flapjacks, sandwiches cut into shapes.
- ★ Party bags are always a hit! It's what every child thinks about when it is time to leave – and of course it contains that bit of cake that they have been longing to eat!

1 – 2 Weeks in Advance

- ★ Start to think about the cake! If you are making it yourself check out recipes, and look on the Internet for ideas about how you can make a themed cake using easily available items.
- ★ If you are planning it yourself, start to think about how you will keep the children occupied for the duration of the party. Make sure that you have everything you need for all the activities and games. If you are going to play games, make sure you understand the rules!
- ★ Recruit some helpers! Get your friends to come and help – even the most experienced person cannot handle a large group of children on their own!

The Big Day!

- ★ Make sure you have everything to hand, and understand the rules – it's not a lot of fun if someone has to go hunting for a ball before the game can start!
- ★ Have a plan for the day, and make sure anyone who is helping you knows what you are going to be doing
- ★ Children can often get overexcited on their birthday, and a large group can get unruly - always have a calming down activity up your sleeve e.g. pass the parcel or sleeping lions
- ★ Develop a sign when you want them all to stop what they are doing and listen. This may be banging a tambourine, a special word; you may want to choose a place they have to go to when they hear the noise or word.
- ★ If children get too rowdy and aren't listening to you when you are explaining rules of a game etc it is best to stop and say 'I am waiting until you are all listening so that I can explain the game' Then praise the children who are waiting quietly and listening. Children love to hear praise!
- ★ Don't turn down offers of help, if someone offers to wash up, accept!
- ★ If you are going to play energetic games, do them before the party tea, and have quieter games once the party is coming to an end

Happy Party Planning!