



Birthday Party Planner

Courtesy of Andrew Ready, www.puppetdudley.com

Use these helpful tools to make sure you are ready for the big day. Fill in the planner, tick off the jobs, and confirm your booking with Andrew. Then instead of the party being a source of stress you have set yourself up for a wonderful, memorable day of fun and celebration.

This party planner includes:

- Party scheduler
- Guest list
- Supplies

Party Schedule

Having a plan for the day is vital. You can always adjust the plan if needed but having an organised structure to the day keeps the children engaged. On the other hand, too much "free time" combined with lots of sugary treats is a recipe for disaster. Kids love structure. It secures them and brings out their best, and this in turn makes you look like super mum! Have a look at the example then use the scheduler on the next page to get your head around the day and have everything ready at the right time.

The recommended time frames can of course be adjusted to suit your needs, but I've suggested some time frames that tend to be about right for the activity. There is a blank row for your to write the actual times for each section based on your starting time and the duration of each activity.

Thinking through the different activities of the day will also help you decide how many guests you think will be practical, and you can then move on to writing the guest list.

Party Schedule (example)

When you look at the times allocated you'll see the day has been broken into small, easily manageable chunks, with Andrew's show doing most of the entertaining. Follow the tips to keep your hosting duties running smoothly so you can enjoy the day.

	approx 10 minutes	15 minutes	40 minutes	15 minutes	10 minutes
Time	11:00-11:10	11:10-11:25	11:25-12:05	12:05-12:20	12:20-12:30
Activity	<p>Welcome guests</p> <p>Inclusive, non competitive activity such as outdoor play</p> <ul style="list-style-type: none"> - shooting basketball - backyard cricket - water pistols aiming at a target, a lolly reward if you hit the bulls eye - water pistols trying to knock over (or fill) plastic cups <p>Indoor ideas:</p> <ul style="list-style-type: none"> - decorate a big "happy birthday" sign. - dress ups - decorate paper place mats for the eating time 	<p>Organised games such as</p> <ul style="list-style-type: none"> - pass the parcel - musical statues - for more ideas see below. 	<p>Andrew and Dudley's birthday party show</p>	<p>birthday cake, sing "happy birthday"</p> <ul style="list-style-type: none"> - serve party food while the cake is being cut - serve the cake 	<p>Open the presents.</p> <p>Parents start to arrive to collect their children.</p> <p>Give out party bags.</p>
What I'll need	Place for presents and cards	pass the parcel (or other game items. music (put away snacks now, they will only make a mess)	A small area for Andrew to perform with room for the children to sit.	birthday cake party food drinks	party bags
Tips	<p><i>Guests will not all arrive at the same time, and won't always arrive on time. You want activities that children can join in as they arrive without others thinking it is "unfair". If a spare adult is available to run this it helps a lot, the kids will be more settled and inclusive.</i></p> <p><i>Have an indoor backup plan if the weather is unpredictable.</i></p> <p><i>Sometimes it is nice to have a little bit of food available now, such as some bowls of crisps or other snacks, although usually the children just want to see their friends.</i></p>	<p><i>3 games for about 5 minutes each is ideal. It can be fun to include smaller prizes in each layer of the pass the parcel so more children get a prize. Have a box ready for children to put the wrapping paper in as they unwrap a layer. This saves time picking it all up later. For more game ideas http://www.netmums.com/parties/party-games/25-childrens-party-games</i></p>	<p><i>Now is your chance to have a cup of tea, put your feet up and enjoy the fun! Watching your kids enjoy themselves is nearly as much fun as watching the show.</i></p> <p><i>Please do not provide snacks or drinks during the show, the kids move around a fair bit and it will make a mess if there is food involved.</i></p>	<p><i>Children are used to having a defined place to eat at school. Many schools insist they sit to eat. Having a place where they can sit to eat saves your house from wayward crumbs and also keeps things more settled. You can also keep an eye on what is being eaten and make sure nobody misses out. Write children's names on disposable plastic cups so they don't get mixed up.</i></p>	<p><i>Some families like to organise a sibling or other suitable helper to put the card with the gift so your child can write some thank you's after the party.</i></p>

Party Schedule (example)

	approx 10 minutes	15 minutes	40 minutes	15 minutes	10 minutes
Time					
Activity	<p>Welcome guests</p> <p>Inclusive, non competitive activity to help everyone settle in.</p>	<p>Organised games:</p> <ul style="list-style-type: none"> - pass the parcel - musical statues 	<p>Andrew and Dudley's birthday party show</p>	<p>birthday cake, sing "happy birthday"</p> <ul style="list-style-type: none"> - serve party food while the cake is being cut - serve the cake 	<p>Open the presents. Parents start to arrive to collect their children. Give out party bags.</p>
What I'll need	Place for presents and cards	pass the parcel (or other game items. music	A small area for Andrew to perform with room for the children to sit.	birthday cake, candles, matches or lighter, knife party food drinks disposable plates and cups - use a permanent texta to write names on cups	party bags

Supplies

What will you need to buy or organise before the day? Refer back to your scheduler to complete this table. Cross off each item once you have it.

Welcome time	Party games	Cake, food and drinks
a couple of bowls of crisps or snack biscuits (avoid lollies this early in the day unless you want to peel the children off the ceiling)	wrapping paper for parcel	Birthday cake
	pass the parcel major prize	Plates, cups
	small prizes for layers of the parcel	