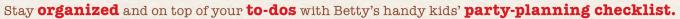
Birthday Party Inspiration Planners Gather your ideas and party-planning inspiration with Betty's all-in-one worksheet.

Theme	Time + Date	Guest List
Invitations of	Cake	Activities ext
Décor CO	Food	Favors Co
Photos	Music Offi	Thank-yous)
Photos		



Crocker Birthday Party Checklist



BEF	ORE	THE	PAI	RTY
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Four to Six Weeks Out

- Pick a date and time
- O Decide on the number of guests and make the guest list
- O Let your child help pick the party's theme
- O Book entertainment and a venue, if necessary

Two to Three Weeks Out

- Fill out and mail invitations
- O Plan activities, favors, decorations, prizes
- Enlist your child's help to select activities and games
- Plan the menu
- O Enlist help with prep or clean-up

One Week Out

- O Decide on the order of activities
- O Take inventory of serving dishes, making sure you have the appropriate dishes for the food you're serving
- O Purchase materials for games and activities, if not already on hand
- Purchase favor supplies, decorations, prizes, paper plates, napkins and other non-perishables
- O Come up with a playlist for the party
- O Confirm reservation for entertainment or party location

Two to Three Days Out

- O Shop for food—don't forget candles for the cake!
- Assemble treat bags
- O Check on RSVPs and call guests who haven't responded
- O Prepare games and activities

One Day Before

- O Clean the party area thoroughly, removing any breakable or hazardous objects
- Finish as much of the cooking and food prep as possible
- Clear area for games
- O Clear space for presents and guests' coats and jackets
- Make sure camera batteries are fully charged
- O Go over party manners with your child, including practicing saying thank you with younger children

DAY OF THE PARTY

Morning

- Finish any last-minute cooking or food prep
- Arrange seating, setting out extra chairs if necessary
- O Set supplies for games or crafts in a convenient spot
- Inflate balloons, tying some to your mailbox or front porch so guests can locate the party easily
- Finish decorating
- O Set out prizes and favors
- O Consider putting pets in an area away from guests
- Set food out on the table and put candles in the cake
- O Get your child and yourself dressed

When Guests Arrive

- O Station your child near the door to greet guests and accept presents
- If parents are dropping children off, confirm pick-up time
- O Hang up guests' jackets and coats
- O Begin activities—games, entertainment, photo ops, creative fun, etc.
- O Take photos
- O Serve refreshments
- Give out favors
- O Say good-bye to guests with child

After Guests Leave

- O Clean up
- O Look over presents with your child
- O Provide relaxed, wind-down activity

Day After Party

- O Discuss party with your child
- Make mental or written notes for the next party
- Help child write and send thank-you notes

Notes:	