



## Party Planning tips

Preparing a party can be a stressful time parents –the expectations of the children and your own desire to hold the perfect party.

Make sure you are in control of the party from the start with your party plan.

Young children tend to have a fairly short attention span so it is a good idea to plan plenty of activities and consider how you will keep their attention and get them to do as you say - a whistle can be useful if you have a large number of children.

Being organised will help the party run smoothly and below are a few tips to help you through the process.

### Two months prior

- Select a date and if you want to hold a party in an outside venue rather than at home then choose and book your venue now
- Pick the party time – parties are generally 1 ½ to 2 1/2 hours long.
- Draw up your guest list
- Book your bouncy castle
- Enlist help for the day – many hands make light work!
- If the party is in the school holidays send your invitations out extra early and before the end of term.
- If you are planning an outside party do consider contingencies to allow for the great British weather!

### One month

- Send out the invitations with directions and other details including a RSVP
- Buy or make any decorations
- Organise your party favours / bags (we have a separate sheet for ideas that can be downloaded from [www.thebcc.co.uk/](http://www.thebcc.co.uk/) link)
- Consider the safety factors. Do you have enough support for the day? For 3 – 5 year olds, ideally you'll need around one adult for every 4 children, and for 6 – 10 year olds one adult for every 6 children.

### **Three weeks**

- Order the Birthday Cake or if you are making your own bake it now and pop it in the freezer.
- Decide on the food – remember parties are not a good time to introduce new foods so serve familiar favourites.

### **Two weeks**

- Plan the music, games and prizes. It is worth planning more than you expect to use in case you run out of activities before the party is over.
- Confirm extra help with your family and friends.

### **One week**

- Let brothers or sisters invite a friend so they don't feel left out.
- Order helium balloons – children love to take them home.
- Make up the party favours/ bags
- Prepare the party games
- Buy the non –perishable food and drink.
- Purchase plastic tablecloths, cutlery, plates and cups.
- Wrap the prizes for the games.

### **1 or 2 days before**

- Write out the final schedule for the party
- Get an exact guest count
- Agree delivery and collection times for your bouncy castle and arrange access.
- Buy the food
- Decorate the house
- Make sure the camera and camcorder are working and the batteries fully charged.
- Pick up the birthday cake or defrost and decorate your own. – don't forget the candles and matches!
- Check the weather forecast!

### **On the day**

- Be organised.
- Ensure your child is kept busy - they will be very excited.
- Have a supply of bin liners
- Keep a supply of wipes on hand
- Young guests will be excited and there are bound to be mishaps – be prepared to deal with any spillage – a spare set of clothes can be a god send along with a good sense of humour!
- Layout food and drink

- Prepare the games and music
- Childproof the party area
- Plan a nap for your child during the day and one for yourself after the party.

And finally enjoy the day and take plenty of party pictures