



Parenting Checklists

Birthday Party

Four weeks before the party...

- Choose a party theme with your child.
- Draw up the guest list. Enlist several adults to. For three- to five-year-olds, ideally you'll need around one adult for every four children, and for six-to ten-year-olds, one adult for every six children.
- Pick the party date and time. Parties are generally one-and-a-half to two-and-a-half hours long.

Three weeks before the party...

- Make or buy the invitations and send them out.
- Make or buy decorations, party bags and prizes.

Two weeks before the party...

- 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.
- Plan your menu. Remember that parties are not a good time to introduce new foods to children. Serve familiar favourites.
- Arrange for extra help on the party day from friends or relatives.

One 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 foods in the freezer.

One to two days before the party...

- Write out a final schedule of activities for the party.
- Buy remaining food for the party. Buy film and have the camcorder at the ready. Check batteries for the cameras.
- Finish decorating the cake, or pick up the cake from the bakery. Make sure you have plenty of candles and matches.
- Decorate any indoor areas (save outdoor decorating for the day of the party).
- Prepare food that can be made ahead of time.

The day of the party

- Prepare foods and drinks that could not be made ahead of time.
- Set up any outdoor decorations and craft areas.