



# PARENTS' BIRTHDAY CHECKLIST



## DETERMINE THE PARTY THEME:

Consult with the birthday child to choose a theme they'll enjoy. Popular themes include superheroes, princesses, animals, sports, and more.



## PLAN DECORATIONS AND SUPPLIES:

Choose decorations that match the party theme. Consider balloons, banners, tablecloths, and themed partyware. Make sure you have enough plates, cups, utensils, and napkins for all guests.



## SET THE DATE, TIME, AND VENUE:

Choose a date and time that works for the birthday child and their friends. Decide whether the party will be held at home, in a park, or at a venue.



## ORGANIZE ACTIVITIES AND ENTERTAINMENT:

Plan age-appropriate games and activities to keep the kids engaged. Consider hiring a magician, face painter, balloon artist, or pop-up movie night if your budget allows.

Let J-Crew Entertainment come out with age appropriate music for background ambiance.



## SEND INVITATIONS:

Send out invitations well in advance, at least 2-3 weeks before the party. Include all the necessary details, such as the theme, date, time, venue, and RSVP information.



## ARRANGE FOR FOOD AND DRINKS:

Decide on the type of food you'll serve based on the party duration. Opt for kid-friendly options like pizza, sandwiches, chicken nuggets, or finger foods. Don't forget to include vegetarian or allergy-friendly options. Provide a variety of drinks, including water, juices, and soft drinks.



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### CAKE AND TREATS:

Order or bake a birthday cake according to the theme. Consider cupcakes or other treats for easy distribution. Factor in any dietary restrictions or allergies among the guests.



### PREPARE FOR EMERGENCIES:

Keep a first-aid kit handy in case of minor injuries. Have contact numbers for parents or guardians in case of emergencies.



### PARTY FAVORS:

Prepare small party favors or goody bags for the guests to take home. Fill them with small toys, candies, stickers, or theme-related items.



### CAPTURE MEMORIES:

Assign someone to take photos or videos during the party. Create a designated area for a photo booth or props for fun snapshots.



### PLAN A TIMELINE:

Create a rough timeline for the party to ensure everything runs smoothly. Allow time for arrivals, games, activities, food, cake cutting, and presents.



Remember to keep the party age-appropriate, consider safety precautions, and most importantly, have fun!



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