

# The Amazing Ivan's Party Checklist

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Follow these steps to reduce stress , bring peace and make your child's special day more enjoyable for everyone!.

## 3 Months Before Party

- \_\_ Pick Theme
- \_\_ Choose Date
- \_\_ Book Facility (if needed)
- \_\_ Book Entertainment (if needed)
- \_\_ Other \_\_\_\_\_

START NOW!

## 6 Weeks Before Party

- \_\_ Make Invitation List
- \_\_ Create Invitations
- \_\_ Plan Activities/Food
- \_\_ Order Accessories
- \_\_ Rent Supplies (if needed)
- \_\_ Other \_\_\_\_\_

## 2-3 Weeks Before Party

- \_\_ Send Invitations
- \_\_ Order Cake/Food
- \_\_ Make Supply List
- \_\_ Other \_\_\_\_\_



## 1 Week Before Party

- \_\_ Send Reminders
- \_\_ Ask Friends to Help
- \_\_ Buy Everything on Supply List
- \_\_ Assemble Party Bags
- \_\_ Other \_\_\_\_\_

DON'T LET THIS LINGER!



## 3 Days Before Party

- \_\_ Order Balloons
- \_\_ Prepare Games
- \_\_ Buy Drinks/Water
- \_\_ Locate Cooler
- \_\_ Grab Lawn Size Garbage Bags
- \_\_ Other \_\_\_\_\_

THESE SAVE  
LAST MINUTE  
STRESS!

## 1 Day Before Party

- \_\_ Pick up Cake/Candles
- \_\_ Buy Ice
- \_\_ Decorate (if in your home)
- \_\_ Charge Camera/Clear Memory Card
- \_\_ Ask Friends to Bring Cameras
- \_\_ Pin/Paper for Proper Present Credit
- \_\_ Other \_\_\_\_\_

## Day of the Party

- \_\_ Pick up Balloons
- \_\_ Fill Cooler
- \_\_ Decorate (if at a facility)
- \_\_ Prepare Table for Gifts
- \_\_ Put Out Food
- \_\_ Give Out Goodie Bags
- \_\_ Get Help for Clean Up (kids!)
- \_\_ Other \_\_\_\_\_

## 24 Hours After the Party

- \_\_ Send Thank You Notes
- \_\_ Return Anything Borrowed/Rented