

# Party Planner Worksheet

Brought to you by....



*"Do the Hokey Pocus and turn some lives around...."*

## 2 Months Before The Party

- Select a date and start time (*confirm date with the mother of your child's best friend*)
- Select theme
- Determine your budget
- Form a guest list (If inviting children from your child's class, request an updated class list)
- If party is *NOT* at your home, find and reserve a location
- If catering the party, contact your caterer
- Book entertainment by visiting our website (Click this link) - [TurnSomeLivesAround](#)  
(*we can provide all forms of entertainment for your party: Magician, Clowns, Balloon Twisters*)
- Order bounce house
- Book petting zoo or pony ride

## 1 Month Before Party

- Send out invitations by mail, e-mail or phone
- Start planning the menu (if catering, contact the caterer)
- Order the cake
- Decide on games or activities (will you need any special supplies for them?)
- Construct a time table of how you'd like the party to flow (*remember to be flexible with your time tables, the guests might not WANT to play charades at exactly 1:00*)
- Select party music (make party playlist...see our suggestions below)
- Order or buy party supplies, decorations, party favors, goodie bags and prizes for games

## 2-3 Weeks Before the Party

- Arrange for extra help on the party day from friends or relatives
- Double check your menu.
- Prepare any foods that can be made ahead of time and frozen until party day
- Clean any coolers or ice chests you might be using on the day of the party

### 1 Week Before the Party

- \_\_\_ Purchase non-perishable food items. **Don't forget to buy the birthday candles !**
- \_\_\_ Double check with guests who haven't RSVP'd yet
- \_\_\_ Call to confirm entertainment / bounce house / petting zoo, etc.
- \_\_\_ Rearrange any furniture that might need moving
- \_\_\_ Have folding chairs prepared and ready to open on party day
- \_\_\_ Make sure you have a supply of large size garbage bags for easy clean up after the party
- \_\_\_ Make room in the fridge for party food
- \_\_\_ Purchase, wrap and hide birthday gift for your child
- \_\_\_ Order helium balloons

### 2-3 Days Before the Party

- \_\_\_ Clean house (especially the restroom guests will be using)
- \_\_\_ Check the weather forecast for the day of the party, make emergency plans in case of bad weather
- \_\_\_ If you haven't invited the neighbors, notify them that you're having a party and there might be parking issues or music
- \_\_\_ Remove any personal items from the guest restroom medicine cabinet that you don't want others to see
- \_\_\_ Clear a space in a closet to hang your guests' coats
- \_\_\_ Make sure your camera or camcorder is charged and ready to use (or some mobile device)
- \_\_\_ Fill and label goody bags
- \_\_\_ Purchase any perishable food items

### 1 Day Before the Party

- \_\_\_ Pick up cake from bakery
- \_\_\_ Hang any decorations that will be out of reach of little hands
- \_\_\_ Arrange furniture (make sure any breakables are someplace safe)

### Party Day

- \_\_\_ Buy ice
- \_\_\_ Pick up balloons
- \_\_\_ Finish decorating
- \_\_\_ Cook or prepare final menu items
- \_\_\_ Eat something light before the guests arrive in case you don't have time later on
- \_\_\_ Make sure there are garbage bags handy in areas you'll need them
- \_\_\_ Make sure your cellphone is charged and with you, so you can get emergency calls.
- \_\_\_ Keep your mobile device with you for plenty of pictures.
- \_\_\_ **Don't forget your tax deductible donation for the day's entertainment. Checks preferred.**  
**Please , make check payable to "Hokey Pocus Childrens' FUN-dation, Inc."**
- \_\_\_ **Enjoy the party !!!**

### After the party

- \_\_\_ Don't forget to have your child write thank you notes to all their guests
- \_\_\_ Contact us by emailing **TurnSomeLivesAround@gmail.com** to let us know how much you enjoyed the entertainment and how helpful this list was in organizing a memorable event.
- \_\_\_ Did you get some great photos? Please share them for our website.

# Music Playlist Suggestions

*We've come across some great music for children's birthday parties. When planning a playlist, choose music most appropriate for the age of your child.*

*Please email us if you have any music suggestions that we can add to our playlist.*

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| ♪ The Chicken Dance (various artists)          | ♪ Happy Birthday -Ting Tings Yo Gabba Gabba       |
| ♪ The Name Game - Shirley Ellis                | ♪ Hot Hot Hot - Buster Poindexter                 |
| ♪ The Hokey Pokey (various artists)            | ♪ Magic - Selena Gomez                            |
| ♪ Celebration - Kool and the Gang              | ♪ F.U.N. Song - from Spongebob                    |
| ♪ Limbo Rock - Chubby Checker                  | ♪ Peanut Butter Jelly Time – Buckwheat Boyz       |
| ♪ Head Shoulders Knees Toes (various artists)  | ♪ Looby Loo (various artists)                     |
| ♪ Happy Birthday - The Beatles                 | ♪ If Your Happy and You Know It (various artists) |
| ♪ Surfin USA - The Beach Boys                  | ♪ The Candy Man - Sammy Davis Jr.                 |
| ♪ A Happy Birthday To You – Peter/Ellen Allard | ♪ The Gummy Bear Song - Gummibar                  |
| ♪ Happy Birthday To You - Chipmunks            | ♪ YMCA - The Village People                       |
| ♪ Don't Worry, Be Happy - Bobby McFerrin       | ♪ Party All Night Long - Buster Poindexter        |
| ♪ It's My Life - Bon Jovi                      | ♪ Yakety Yak - The Coasters                       |
| ♪ La Bomba - Ritchie Valens                    | ♪ Under the Sea - The Little Mermaid              |
| ♪ I'm a Believer - from the movie Shrek        | ♪ Hakuna Matata - Lion King                       |
| ♪ All Star - Smashmouth from the movie Shrek   | ♪ Baby Shark Dance (various artists)              |
| ♪ Party in the USA - Miley Cyrus               |   |
| ♪ Happy Birthday - Altered Images              |   |