

professional childrens entertainer   
**Ali K. Zam The Magician!** 

## Birthday party checklist

Print this out and put it on your refrigerator. Check the items off as they're completed.

### 2-4 Weeks in Advance

- Pick a date and time for the party
- Send out invitations to guests
- Place guest list sheet beside the phone (To check off names when guests RSVP)
- Book entertainment
- Find helpers
- Buy batteries / film for video cameras and digital cameras
- Pick up any extra game prizes or game items
- Plan food

### 1 Week Before

- Do any heavy cleaning where the party will be held
- Order cake from the bakery
- Buy candles
- Follow up on guests you have not heard back from
- Determine the schedule for the whole party
- Buy any groceries you require for the party

### The Day Before

- Clean up any of the party areas (including bathroom)
- Confirm entertainment
- Defrost frozen foods or prepare any necessary foods
- Decorate
- Put together the goodie-bags
- Make sure you have candles and matches for the cake

### The Big Day

- Finish the remaining decorating
- Put balloons outside by your house address
- Prepare food / Order food
- Have the camera ready
- Place pets in an unused room
- Setup and prepare the games
- Prepare payment for the entertainment
- Expect the entertainer 15 minutes before show time
- Take a deep breath and have fun!