

# THE KIDS MAGICIAN



## Party Planning Checklist

Below is checklist for to to ensure that everything is going to run smoothly and your child is going to have the greatest party of their life!

### BEFORE THE PARTY

- Theme decided upon
- Party location decided
- Party location booked
- Food menu decided upon
- Food and drinks purchased
- Birthday cake purchased/made
- Games List decided
- Games equipment prepared
- Invitations sent out
- Entertainer booked

### Entertainers checked for:

- Testimonials/  
Recommendations
- Show Package options
- Prices
- Information Pack
- Giveaways and handouts
- Availability!

### THE DAY OF THE PARTY

- CD-player/stereo with fun music
- Name stickers prepared
- Balloons tied to door
- Pets shut away
- Duties assigned to everyone helping at the party
- Table set aside to receive presents
- Doors closed to 'out of bounds' rooms
- Meal for evening purchased/ prepared
- Bottle of wine chilling in fridge!



# FUN...GUARANTEED!