

THE ULTIMATE KIDS PARTY PLANNER!

*Brought to you by Easy Breezy Parties,
offering unique party solutions across Melbourne, Australia*

Herein lies all you need to organise your very own Easy Breezy kids party!

PARTY TO DO CHECKLIST

A timeline of to-do's to print and tick as you go.

GUEST LIST

Keep track of who's invited and who's coming.

MENU PLANNER

What's on the menu, plus a timeline for preparing.

PARTY SHOPPING LIST

So you won't forget a thing! From invitations to tableware to bin liners.

PARTY DETAILS

Record your party date, time, venue and outsource provider details all in one place and stick it on the fridge.

PARTY SCHEDULE GUIDE

Advice on when to hold the party, plus successful running orders.

PARTY CATERING GUIDE

Useful tips for planning your party menu.



PARTY TO DO CHECKLIST

THE MONTH BEFORE

- ☐ Choose your party theme.
If you're stuck for ideas, Google and Pinterest are your best friends. There's also plenty of inspiration on the Easy Breezy Parties website, Facebook and Pinterest pages.
- ☐ Set the party date and time.
- ☐ Book any outsource providers, including venue, entertainers, caterers.
- ☐ Create your guest list and send out the invites.
- ☐ If you'd like to purchase party supplies online, do so now, and double-check delivery dates.

2-3 WEEKS BEFORE

- ☐ Plan decorations, order any printables, and start assembling!
- ☐ Plan your menu.
- ☐ If you're doing it yourself, plan the party entertainment.
- ☐ Set your budget for party bags and decide on what you'll put in them.
- ☐ Create a shopping list and start shopping (see our Party Shopping List).
- ☐ Order any cakes or food from outside suppliers.

1 WEEK BEFORE

- ☐ If you're providing party food yourself, create a catering timeline and work out what can be done ahead of time. You can make most cakes early and freeze (without icing).
- ☐ Purchase non-perishable foods and drinks.
- ☐ Tidy around the house and garden.
- ☐ Keep working on any time consuming decorations or game preparation.



PARTY TO DO CHECKLIST

1-2 DAYS BEFORE

- ☐ Ensure you have cash on hand for any outsource providers.
- ☐ Buy perishable foods, and prepare any food in advance that you can.
- ☐ Decorate the cake (or collect from supplier) and store well-sealed in the fridge.
- ☐ Refrigerate drinks.
- ☐ Clean the house.
- ☐ Hang decorations, set up tables & chairs & any candy buffet. Don't forget a space to put presents received.
- ☐ Organise any game and activity supplies.
- ☐ Check camera batteries and equipment.
- ☐ The night before the party, give bathrooms, loos and floors a quick clean.

PARTY DAY!

- ☐ Breathe deeply and think calming thoughts.
- ☐ Make any last minute food; note required timing for anything you need to heat during the party.
- ☐ Collect any helium balloons and ice.
- ☐ Put up any last minute decorations & blow up any balloons; attach a few to the gate.
- ☐ Lay out food, drinks, tableware, party bags, bins.



PARTY MENU PLANNER

MENU

Savoury

Sweet

Fruit

Birthday Cake

Drinks

General Guide

- Aim for a mix of savoury, sweet, possibly some fruit, and birthday cake
- A menu of 5-8 items should offer plenty of variety
- 2-3 serves of each savoury and 1-2 serves of each sweet per child
- Have some fizzy drink alternatives - cordial, juice or water
- Consider some small snacks and drinks for parents, if attending

FOOD PREPARATION PLAN

_____ day	_____ day	_____ day	_____ day
_____ day	_____ day	PARTY DAY!	



PARTY SHOPPING LIST

GENERAL SUPPLIES

☐ Invitations, envelopes, stamps

Tableware:

☐ Plates, bowls

☐ Cutlery

☐ Cups

☐ Serviettes

☐ Tablecloths

☐ Other (*platters, cake stand...*)

☐ Decorations
(*banner, balloons, printables ...*)

Party bags/ take home:

☐ Bags

☐ Lollies

☐ Other (*cupcake boxes ...*)

☐ Games (*supplies, prize...*)

☐ Costume items

GROCERIES

☐ Cake ingredients, decorations

☐ Candles, matches

☐ Party food
(*savoury, sweet, fruit, adult*)

☐ Beverages (*kids, adults*)

☐ Ice

☐ Other:

HAVE ON HAND

- Bin liners
- Paper towels
- Cling film
- Cake knife, server
- Matches
- Scissors, sticky tape, felt tip pen
- Camera/video (batteries, memory card)



Stick me on
the fridge!

PARTY DETAILS

Theme: _____

Date / Time: _____

Venue address/contact: _____

RSVP date/contact: _____

Numbers invited: _____

unsure: _____ attending: _____

Outsource provider names/contact:

Planning, entertainment, catering, photography, equipment hire

DAYS TILL MY PARTY

13	12	11	10	9	8	7
6	5	4	3	2	1	IT'S HERE!



PARTY SCHEDULE GUIDE

PARTY TIMES

Party times in the mid-morning and mid-afternoon are generally most popular, so the host doesn't have to serve a full meal. Consider kids' nap times (if relevant) and Saturday sports schedules, plus your set-up time, and aim not to finish much later than 4:30pm for little kids.

Some handy time-slots are:

10:00am-12:00pm – perfect for very little kids; do any setup the day before;

11:30am-1:30pm – if you're prepared to serve a light lunch;

2:00-4:00pm – suits most kids over 3;

5:00-9:00pm – for teenagers, including dinner.

RUNNING SCHEDULE

- Always allow at least 15 minutes for guests to arrive and greet each other, before starting any formal activities. To keep kids entertained at this time, you could open presents, provide a dress-up station, or some light snacks.
- Don't run formal activities or hire an entertainer for longer than ~1 hour for 3-4 year olds, and ~1.5 hours for older kids. They simply won't concentrate any longer! Allow time for free play. Consider providing snacks at a set break-time during the entertainment (and not randomly while Mike the Magician is in the middle of his show!).
- Allow ~15-20 mins for little kids to eat, a little longer for teens. Kids are surprisingly quick at the party table, and will soon be running off to play.
- Allow ~10-15 mins for present opening, oohing and ahing.

Here's an example schedule, where light party food is served:

2:00-2:15pm: Arrival, gift giving, dress ups.

2:15-2:45pm: Games /entertainment.

2:45-2:55pm: Quick drink & optional snack break.

2:55-3:30pm: Resume games/entertainment.

3:30-3:45pm: Party food.

3:45-4:00pm: Free play or present unwrapping.

4:00pm: Party bags and home time.



PARTY CATERING GUIDE

FOOD AND DRINK

- For children under school-age, you can expect most parents to stay. Once they've hit school age, consider whether you want to encourage parents to stay or go. A nicely worded guide in the invitation will help, such as *"Due to space constraints, we are unable to host all parents. We appreciate you dropping off your children and returning at the end of the party."*
- Parents who stay should understand the focus is on the children, not them, but will likely appreciate a drink and perhaps a small snack. Having a separate adults platter of dips, cheese and biscuits is a no-fuss way to cater, and you can assign someone to help make teas and coffees.
- Decide whether you want a sit-down party table, a snacking buffet, or individual food boxes. The last can be eaten picnic-style on a rug. It's wise to keep some extra boxes aside in case additional siblings or non-respondents turn up.
- Children eat surprisingly little at parties – there's too much excitement to sit and indulge! Similarly, they won't appreciate your painstaking cooking and decorating efforts. So make things easy on yourself – small portions, easy-to-prepare, simple foods. Choose menu items that can be prepared in advance, and only have a few (or no) dishes that require heating up.
- If you've got something savoury, something sweet, possibly some fruit, and a birthday cake, then you're all sorted. A menu of 5-8 items should offer plenty of variety, with 2-3 serves of each savoury and 1-2 serves of each sweet per child.
- Creating food can be part of the party fun – consider a cookie decoration competition, a make-your-own sundae station, or pizza making if you have a big oven.
- Many parents aren't keen on fizzy drinks, so steer towards cordial, juice or water. Individual pop-top drinks are fantastic, as they are non-spill, can be refilled with water, and you can write the kids' names on the labels.
- Consider possible food allergies, and keep your party table nut-free. Most parents of kids with allergies will let you know, and may even provide special food if their diet needs to be closely monitored. If you're unsure, ask the parents.

For food ideas, search 'kids party food ideas' on the web or Pinterest. The Easy Breezy Pinterest page has lots of super-easy party food ideas.

