



## **Top Tips for the Best Party Ever!**

**For Elementary School aged children birthday parties are a big deal. Turning a year older is exciting and with proper planning a birthday celebration can be a fun occasion for all involved. Here are my top ten tips to help you plan the “best party ever!”.**

### **Top Tip #1: Have a Plan.**

You can save a lot of stress by having a plan. Using a “to do” checklist can help make sure you don’t forget anything important- like bringing candles! If hiring party entertainment, be sure to start calling around about a month in advance as popular entertainers book up early!

### **Top Tip #2: What going to work? Teamwork!**

Your child’s participation in the party planning will ensure the party’s success. Let them help with the guest list, invitations, food, games etc The time you spend together planning the party are part of a unique bonding experience and having children make decisions and take on responsibility make for a valuable lesson!

### **Top Tip #3: How Many and How Long?**

Keep the party manageable. It's tempting to invite the entire class but large parties can be overwhelming for younger children. My rule of thumb is to limit the number of guests to twice the Birthday Child's age (10 guests for a 5 year old, 16 for an eight year old etc). Most parties are about two hours long.

### **Top Tip #4: Invitations.**

Invitations help build a feeling of anticipation and excitement; they can match the party theme or reflect the birthday child's personality through stickers or pictures. It's best to avoid distributing invitations at school where uninvited classmates may feel left out. Mailing invitations also reduces the possibility that invitations will be lost or overlooked.

### **Top Tip #5: Keep Them Busy.**

Organize plenty of activities in advance. Games and activities often take less time to complete than expected. Try to avoid individual competitive games where there is only one winner. Instead focus on team or cooperative games. Children especially enjoy activities like treasure hunts or creating something they can take home. There are plenty of books with cool games in them in your local library.

### **Top Tip #6: Food.**

Children are often happy with pizza, hotdogs or chicken nuggets but the food focus of any party is the cake! Remember; blowing out the candles and singing "Happy Birthday" is an important Birthday tradition... make sure everybody is present and take plenty of photos... it's the perfect "kodak moment".

### **Top Tip #7: Give a Pep Talk.**

The night before the big day is a good time to discuss expectations. Talk about the way to treat guests, how to greet them at the door and to make sure everybody is included.

### **Top Tip #8: Say Cheese!**

Make sure you have all camera batteries charged. Don't forget to take LOTS of photos; if you want great shots, take lots. Pass the camera to someone else to make sure you are in some of the photos and be sure to take a group photo at some point during the party. You can send a copy to each child with the "Thank You" note.

### **Top Tip #9: Don't get Lost!**

Help your guests find your party. Make sure the street address is on all invites but most importantly tie balloons to your mail box AND at the end of your street; it works better than a G.P.S.

### **Top Tip #10: Relax!**

Your child's party should be fun. Don't worry if some things don't go to plan. As long as everybody is having fun then the party is a success! Relax and have as much fun as the kids!



Professor Whizzpop performs at libraries, schools, festivals and lots of Birthday Parties throughout the Southeast. In 2015 he won "Best Children's Entertainer" in Asheville's Mountain Express "Best of WNC" poll. For more information please check the website [www.professorwhizzpop.com](http://www.professorwhizzpop.com) or call 828 506 3198 today!



## **Birthday Party Checklist**

### **3-4 Weeks Before the Party**

- Sit down with your child and create the guest list
- Call party entertainer to book your date and time
- Order party supplies, decorations, party favors etc

### **2-3 Weeks Before the Party**

- Send the invitations. Ask guests to RSVP
- Decide on activities and games to play
- Plan your menu
- Arrange for extra help on the day if needed

### **1 Week Before the Party**

- Order a cake from the bakery if you are not baking your own
- Make any foods that can be made ahead of time and store in the freezer
- Confirm any orders for cake and/ or party supplies

### **2-3 Days Before the Party**

- Buy remaining food for the party
- Check batteries for camera/ camcorder/ phone
- Get an exact guest count. Call any who haven't responded.

### 1 Day Before the Party

- Pick up the cake from bakery or bake and decorate your own
- Make sure you have candles and matches
- Child- proof and decorate the party area

### PARTY DAY!

- Prepare any foods and drinks that could not be made ahead of time
- Take plenty of pictures and videos
- Plan a nap for yourself after the party!



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