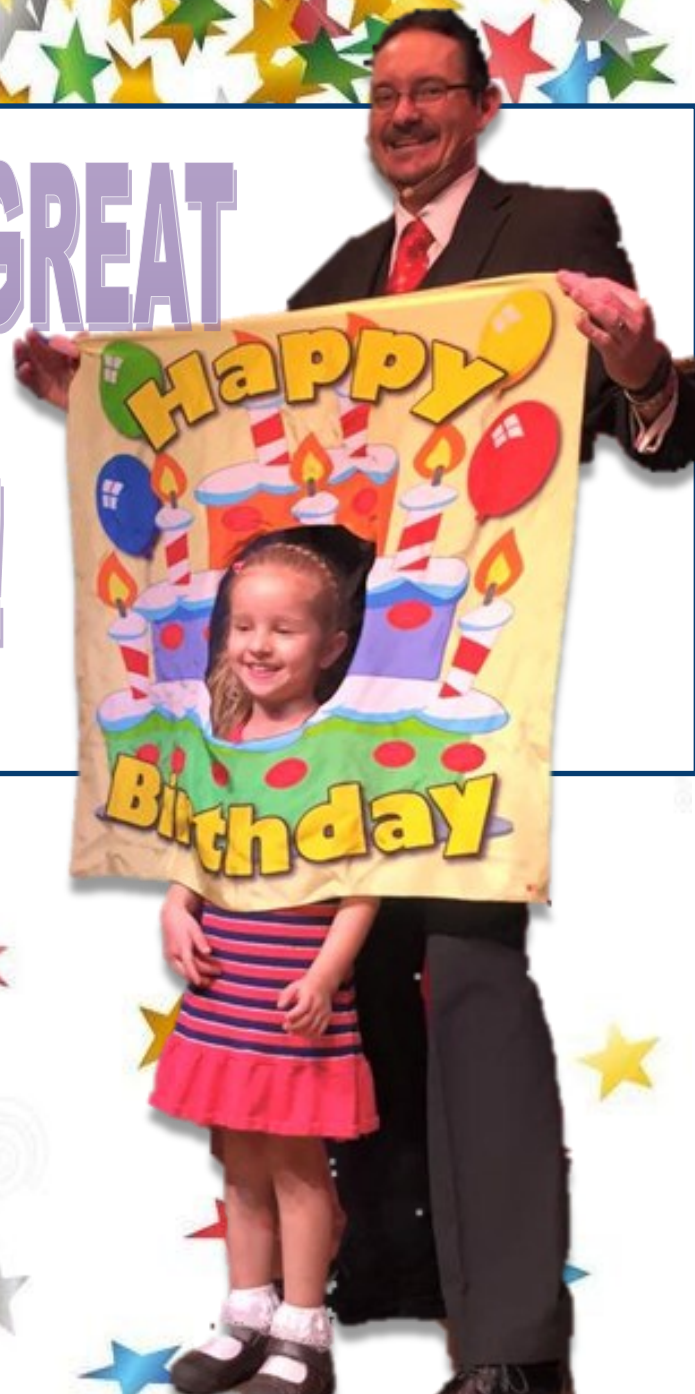


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7 Simple Steps To A GREAT Birthday Party!



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Step 1 - Choose A Theme

Coming Up With A Good Theme

The best birthday parties always have a good theme! I have performed for a lot of birthday celebrations and believe me, the best gatherings have a great theme. Themed parties are fun, unique, can be educational, interactive, and even flexible/adaptable to small and/or large groups of children. A theme will make your event that much better and more memorable.

Start Early

Do you want to relieve a lot of stress? Start by planning early! If possible, get the ball rolling at least three months prior to the party. Make it fun! Brainstorm ideas with your child and come up with something everyone will enjoy. You can go with a commercial theme or a non-commercial them.

Commercial vs. Non-Commercial

A big plus to commercial themed parties is that you can take advantage of an established kid's favorite character and it is easy to find accessories, but it can be expensive. The non-commercial requires a little more creativity, but it will help if you are on a tight budget.



Themes On A Budget

Here is a non-commercial theme idea that cost very little to put together and will hopefully get your creative side in gear:

Welcome to Treasure Island!

ARRR! Pirate themed parties are always a big hit. There are so many possibilities with this theme and it is very easy to find supplies. Make fun message in a bottle invitations by saving plastic bottles and inserting a treasure map invitation in them with directions to your house and a big “X” marks the spot of the party. On party day place a large “X” on your front door indicating that have found the secret spot.

Activities can include a treasure hunt with loot bags, a parrot pinata, eye patches, temporary tattoos, gold coins and ring around the sword tosses. And if you really want to go all out, have cannon ball wars with black water balloons (just let parents know before the party).

For snacks, serve “Fish and Chips” (goldfish and potato chips mixed together) in giant seashells and/or pirate hats, pizzas can be decorated with sliced green peppers in the form of an “X”. Turn hotdog buns into pirate ships by inserting wooden skewers into them with square pieces of paper for sails. Olives can be named “cannon balls”, wraps can be called seaweed wraps. Fruit bowls can be called “Pirate Jewels”. For drinks serve root beer and bottled water in a big tub of ice calling them “Pirate Beer & Sea Water”.

As you can see, there are unlimited possibilities when you theme a party!

Other Ideas:

Zoo Animal Party
Candy Party
Train Party
Princess Party
Sports Party
Fairy Tale Party
Space Party
Craft Party

Farm Animal Party
Magic Party
Bubble Party
Dance Party
Sleepover Party
Backyard Campout
Kid’s Cooking Party
Monster Party

Dinosaur Party
Carnival Party
Pirate Party
Splash Party
Glow Party
Superhero Party
Construction Party
Tie-Dyed Party

The Possibilities Are Endless!!

Step 2 - Choose A Date Time & Place

The sooner you start, the better for selecting when and where to have the party. If you wait too long you could find yourself competing with other birthday parties and if you want to have the event at a venue, you might not be able to secure the location

Home

If you are on a tight budget then the home is the best place to have the party. Below are some advantages and disadvantages to an in-home party.

Advantages

- ♦ Saves Money
- ♦ Convenient
- ♦ Can Set Up Early
- ♦ Most Need Items In Home
- ♦ Always Available

Disadvantages

- ♦ Space Limitations In A Smaller Home
- ♦ More Cleaning on the Front End
- ♦ More Cleaning After the Party



A Venue

If you are on a tight budget then the home is the best place to have the party. Below are some advantages and disadvantages to an in-home party.

Advantages

- ♦ No Cleaning Before Party
- ♦ Clean Up After is a Snap
 - ♦ Fun Atmosphere
- ♦ Work With Professionals

Disadvantages

- ♦ Can Be Expensive
- ♦ Inconvenient (if you forget something)
- ♦ Large Crowds Possible
- ♦ Parking Can Be Hard to Find

Time Is Important

It is best to start your party on the quarter hour. If your party starts at 12:00, plan on activities beginning at 12:15 to allow for people that WILL be late. If you are planning to feed everyone then host your party around lunch or dinner time. If you don't want to feed the attendees a main course, then host the party mid-morning or mid-afternoon.

Serving food becomes an activity and takes away time that you would have to spend entertaining guests!

How Long Should the Party Be?

I recommend a shorter party for the younger guests and a bit longer party for the older guests. If you plan a longer party, you will make it more difficult on yourself. Leave the guests wanting more!

Toddlers	1—1.5 Hours
Preschoolers	2—2.5 Hours
School Aged	2—3 Hours

Step 3 - Plan The Party

Decorations

Here are some ideas on ways you can add a festive atmosphere to your party:

- ♦ Streamers—This is one of the least expensive ways to decorate.
- ♦ Balloons—These can be attached to a mailbox or a yard sign outside to let guests know where to find the party. They make great decorations and kids love to take them home! (Less for you to clean up)

And While we are on the subject...

Important Balloon Handling Tips

Here are some things to consider when you are shopping for balloons:

- ♦ For best results always have a professional inflate the balloons with helium. It's best to have a retail or party store handle it.
- ♦ Always pick up your balloons the day of the party! The fresher they are the better. **DON'T PICK THEM UP THE DAY BEFORE OR THEY WILL DEFLATE!**
- ♦ Some stores offer treated balloons that will make the helium last longer.
- ♦ Keep your balloons indoors until it is time to decorate. Balloons can lose their shine or even pop if put outdoors too early.
- ♦ Ask the store to use a separate string to tie off the strings holding the balloons as close to the balloons as possible. This will save you from having to untangle them. This simple request can save you a lot of time and aggravation. Which is the last thing you need on the day of the party!



Food Tips

- ◆ Serve cupcakes if you want to save yourself the hassle of sloppy cake cutting and a messy cleanup. They are easy to make and are instantly ready to serve and eat. They can even be affordably purchased from your local grocery store saving you time.
- ◆ To simplify things, it is best to have bottled water or juice boxes in a cooler. If you want to make clean up a snap, use paper plates, napkins, plastic cups and utensils.
- ◆ Finger foods like pizza, carrots, grapes and healthy chips are perfect for children. They are easy to serve, eat and are easily disposed. Hot dogs can be fun as well. Just cut the wieners along the sides and shape them into a person and boil them. The dog will grow arms and legs! Decorate with mustard and ketchup for eyes and mouth.
- ◆ Tacos in a bag are fun! Purchase individual small bags of your favorite taco chips. Cook hamburger or ground turkey meat and add taco seasoning. Put out all of the fixings like lettuce, tomatoes, cheese, salsa and sour cream. Let the kids mix everything in their taco chip bags and eat with a plastic fork. They are fun to munch and require no plates!
- ◆ Special Tip: Visit Calculate-This.com for an idea of how much food to buy. From pizzas to cupcakes this useful tool makes it easy to not overbuy.

Get Creative and Enjoy Your Festive Food Choices!



Games and Activities

Here are a few ideas to get your creative mind going:

- ♦ Water Balloon Toss—Make sure parents know that their children will be getting wet.
- ♦ Balloon Relay Race—Before the party, inflate about three balloons per child. Divide the guests into two teams. Each child runs to a predetermined point, sits on their balloon, pops it and runs back to the next runner. The first team to pop one balloon per child wins the race/ Be sure to have prizes for both the winners and the second place team. Do a re-run if the kids really enjoy it!
- ♦ Pin the Tail on the Dinosaur—Why not update the classic game, and pin a tail on a dinosaur. Just draw the parts yourself. How about Pin the Hat on the Magician?
- ♦ Pillow Art—Have your guests decorate white pillow cases with color markers or sponge stamps. Everyone can draw on each others case like signing a yearbook. You can make just about any shape by cutting out sponges. Dollar stores are a great place to purchase sponges.
- ♦ Don't forget about the classics—Duck Duck Goose, Musical Chairs, Limbo, Simon Says, Hot Potato Pass, Hide and Seek and Freeze Dance.

One of the biggest mistakes made by parents is overplanning activities. Too many games and a stringent schedule can stifle children and prevent them from using their own creativity to have fun. Children will always find a way to entertain themselves... so don't over-plan!

Rule of Thumb—If the children are having fun, stick with that activity. When they seem to get bored, change it up!



Step 4 - Decide Who's Coming

How Many To Invite

On average, birthday parties range anywhere from 10—20 children/ You want to have a good turnout for your child's party, but you probably do not want a huge number of rambunctious children tearing up your home or rented facility either.

A good gauge is to expect 65-75 % of the children invited to attend the party. In other words, if you have invited 20 children, on average, around 15 will show up. Make sure everyone RSVP's (easier said than done, most people are not very good at this part). The sooner you get the invitations out the more likely you are to have a good showing.

Check with your child's school about the rules for invitations. Most schools require that, if your are inviting one, you must invite the entire class.

Invitations

You can purchase all sorts of invitations locally, online or you can make your own customized invitations,

Evite.com is a great online service that will allow you to design your own invitations. It is quick, easy and very efficient.

To encourage promptness consider putting the time of the party on the invitation starting 15—30 minutes sooner than the actual time. This is very important for those you know are historically late to every function.



Step 5 - KYLE GROVES Birthday Party Checklist

The best way to climb a mountain is one step at a time. This is true with any large task that you take on...and planning the perfect birthday is no exception.

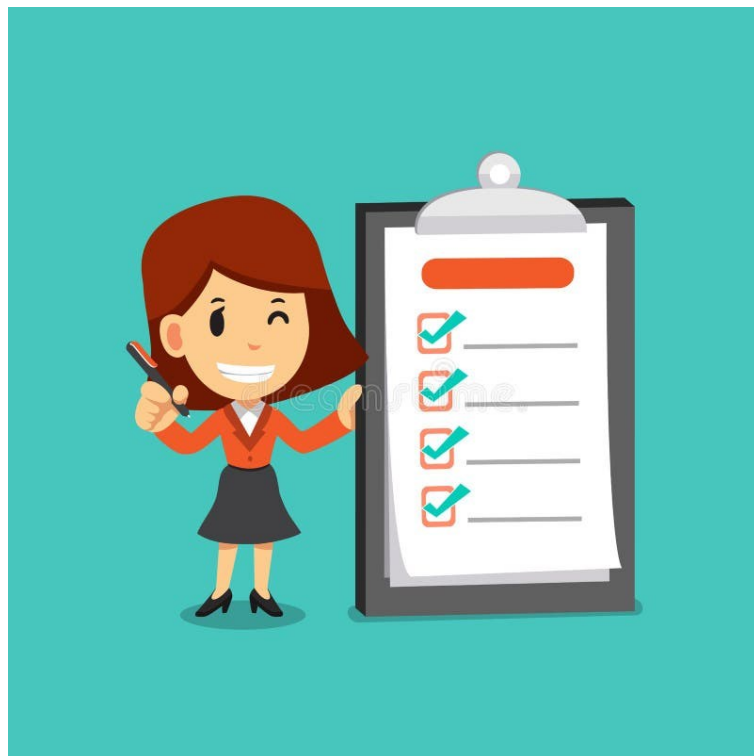
When you requested access to this booklet of party planning tips one of the things that I promised you would receive as a free gift was The Kyle Groves Birthday Party Checklist. That thing is time tested by hundreds of birthday party planners, so use it! It is yours, 100% FREE, no obligation.

Try to start planning at least three months in advance. It is no big deal if you have less time, you just have to step your game up a bit.

Take care of major things early, like choosing a location, planning entertainment, choosing a theme, etc. This will help avoid any last minute disappointments.

Remember your child only turns their particular age once. Proper planning will eliminate stress and allow you to enjoy the party.

The checklist can be found at the end of this e-book.



Step 6 - Party Setup

If you have followed the Birthday Party Checklist then setup should be a whiz! Charge all video and digital cameras the night before. It may seem old school, but there are still people that use these devices. In addition make sure that you have ample storage space on you devices for the hundreds of pictures and videos you are about to take. Make sure all of your family and friends do the same, no one wants to miss out on the special moments.

Here is a **BONUS Tip**: We all have a babysitter on speed dial, call one up and hire them for a couple of hours to help with the party, They can do things like coat check, set up food for the party, clean up, even have them record who gave what for presents, so later you can send those all important thankyou cards This tip definitely help reduce stress!!!

Set up as much as possible the night before. This is obviously a lot easier if you are having the party at home. If you have decided on a venue then you will need to check with the establishment to see how early you can arrive. Be sure to give yourself plenty of time!



Step 7 - It's Party Time!!!

This is when all of your hard work pays off. If you have followed the checklist then all you have to do is tie up the loose ends and have a ball! Put any signs and/or balloons in the yard to let attendees know the location of the party. Make it stand out!

Get the drinks ready first. Remember to put them in a cooler before filling it with ice. It takes about thirty minutes for them to cool if packed properly. Any food you are going to serve can be set out fifteen minutes before the fun begins. Make sure you can locate a lighter.

In regards to clean up...GET HELP! Who better to ask than the children at the party? Make a game out of it. Give prizes for the child that picks up the most trash. Be sure to have plenty of 30 gallon yard garbage bags available.

One last bit of advice, make sure to return anything rented or borrowed and get those all important thank you cards out within 24 hours.

Get all of this stuff out of the way ASAP so that you can move on with your busy life and enjoy the wonderful memories you have created!

The best thing about
Memories
...is making them

birthday party

CHECKLIST

8-10 WEEKS BEFORE

- ☐ Determine your budget
- ☐ Choose a theme for the party
- ☐ Create a guest list
- ☐ Choose date/time/location
- ☐ Reserve your party venue, hire a party entertainer, and/or reserve any rentals
- ☐ Gather inspiration for theme décor and color palette

4-6 WEEKS BEFORE

- ☐ Plan tentative menu, including cake or cupcakes
- ☐ Prepare and send invitations
- ☐ Plan games, activities and décor to match theme
- ☐ Start your shopping list
- ☐ Make a list of items to borrow
- ☐ Shop around for the best deals
- ☐ Begin any DIY Projects

2-3 WEEKS BEFORE

- ☐ Finalize menu and create grocery list
- ☐ Choose birthday outfit
- ☐ Make party purchases- especially online buys
- ☐ Confirm vendors and rentals
- ☐ Mental walk through of tables and set up- make sure everything is purchased or accounted for
- ☐ Ask for help or assign family/friends specific tasks

3-4 DAYS BEFORE

- ☐ Follow up with RSVPs
- ☐ Buy non-perishable food and drinks, dinnerware and tablecloths, party favors and game accessories
- ☐ Create playlist or party music
- ☐ Clean out fridge and start housecleaning (if party is at home)
- ☐ Prep party favors and games

1-2 DAYS BEFORE

- ☐ Complete final grocery trip
- ☐ Prepare make ahead food
- ☐ Bake or pick up cake/cupcakes
- ☐ Start decorating space or gather decorations
- ☐ Make party timeline
- ☐ Check for details- batteries for camera, candles, lighter, ice, helium for balloons

THE DAY OF

- ☐ Remind family & friends of tasks ☺
- ☐ Prepare last minute food
- ☐ Set up food tables, goody bags, games and all decor
- ☐ Touch up cleaning
- ☐ Get yourself and family dressed
- ☐ CELEBRATE!!



Tips For Hosting At A venue

Plastic Tote

If you are hosting your party at a venue, one or more plastic totes can be your best friend. Not only are they a perfect way to carry item such as goodie bags, cake utensils, decorations, etc. They are then available to you after the party to load up presents and easily take them out with you.



Birthday Party Emergency Kit

Put together a small Birthday Party Emergency Kit to take with you the day of the party. Include items such as, additional tape, scissors, extra candles, lighter, safety pins, Velcro, maybe even a small sewing kit and any other items you can think of that may become necessary the day of the party.

Birthday Cake Kit

While some venues may have items available, it is always good to error on the side of caution. Make sure you pack a Knife, Cake Server, Candles and a Lighter.



Of Course Remember Important Items Such As Your Purse, Diaper Bag, Snacks and of Course Your Child!

These tips come from being involved in the party industry for the past 25 years. I sincerely hope that you have found these tips helpful in the planning of your next Birthday Party or Special Event.

When considering entertainment for your next party please be sure to keep us in mind.

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May your next event be a smashing SUCCESS!!!



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