

SPRINKLES' PARTY PLANNING CHECKLIST



Hi there, wonderful party people!

Planning a child's birthday party can be exciting, but also a little overwhelming. That's why I've put together this handy checklist filled with thoughtful tips and clever reminders, designed to help you breeze through the details and enjoy every magical moment.

From weather backup plans to quiet zones for little ones who need a break, and insider tips for making the most of your magic show and balloon twisting, this guide is packed with the things most people forget – so you don't have to!

My goal is to support you in creating a joyful, stress-free celebration that your child and guests will remember with smiles for years to come.

Thank you for choosing Sprinkles the Magician. I can't wait to bring the magic to your party!

With all my best wishes,



PARTY PLANNING CHECKLIST



BEFORE THE PARTY

- ☐ Have a wet weather backup plan (especially if outdoors).
Can you move things inside? Need a gazebo or shelter?
- ☐ Ask guests to RSVP with dietary requirements or allergies.
Avoid last-minute surprises!
- ☐ Prep a 'quiet zone' or chill space for kids who might need a break from noise and chaos.
- ☐ Plan for early birds and late stragglers. Have simple activities or toys ready for waiting kids.
- ☐ Charge your phone or camera fully the night before, and make sure you have storage space!
- ☐ Have a gift station or box to keep presents organized and label who gave what.
- ☐ Bring bin bags, wet wipes, and paper towels – trust me, you'll be glad you did.
- ☐ Label food and drinks clearly if there are allergens.
- ☐ Set up a mini first-aid kit – plasters, tissues, antihistamines, just in case.
- ☐ Have a playlist ready even if you booked entertainment – for any downtime.
- ☐ Think about sun and shade. Balloons pop, kids get tired, and sun cream may be needed!
- ☐ Prep a bag of last-minute extras – tape, scissors, extra cups, candles, matches/lighter, string, sticky tack, safety pins.

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ON THE DAY

- ☐ Take a 'before' photo of the setup, a lovely memory of all your hard work!
- ☐ Don't forget to eat something yourself!
- ☐ Introduce your entertainer to the birthday child. It helps calm nerves and build rapport.
- ☐ Hand out goody bags before the kids leave. Have them by the door or assign a helper.
- ☐ Take a moment to pause and enjoy it. The magic isn't just for the kids!

SPRINKLES' TIPS

- ☐ Clear a dedicated performance area with good lighting and enough space for all kids to see.
- ☐ Consider providing a spot for balloon creations to be kept safe. Balloons are fragile!
- ☐ Remind parents to have cameras ready, especially during the magic show. Magical moments happen fast!
- ☐ Communicate any special needs or requests in advance.

AFTER THE PARTY

- ☐ Write down who gave what before tossing wrapping. This saves guesswork for thank-you cards.
- ☐ Keep a party notes doc or notebook – what worked, what didn't, and food favorites for next time!

ADD YOUR OWN!

- ☐ _____
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