



# Build-a-Birthday

*Creating hassle-free fun*

## Suggested Party Itinerary

### Before the quests arrive

Quick checklist:

- Games and Activities ready
- Background music ready to go
- Table and food set out/ready.
- Camera ready.
- First aid kit available and out of bounds areas clear.

### Guests arrive

Guests may not arrive exactly on time, so start with an individual game or activity e.g. colouring in, to keep guests amused. If guests have not previously been to the party venue, make them aware of surroundings e.g. toilets.

### Games and Activities

Refer to the games and activity sheets provided which outlines material required (supplied in box) and instructions for the game or activity.

### Gift unwrapping

We have supplied some background music to help with setting the scene. It's nice to have going in the background especially when gifts are being unwrapped.

### Party food

If you have purchased one of our food boxes, an information sheet will be contained within. If not, have your table laid before the guests arrive and items to be heated ready to go. These can be heated as gifts are being unwrapped and served just prior to the guests arriving at the table.

### Farewell guests

You may decide to hand out loot bags at this time. Check that each guest leaves with what they arrived with (hats, jackets, shoes etc) plus any prizes or items they may have received.

## Party Hints and Tips

- The more help you have available from friends and family will assist with the smooth running of the party.
- Don't worry about having a spotless house. Children don't care if the bathroom is sparkling or the carpet freshly steam cleaned. Tidy up and save your energy for the party.
- Make sure you have extras, party food, party favours and prizes. We have included extras to assist with this. Any unused items can be returned.
- Remove any obstacles or things that could cause harm. Don't forget basic first aid items, just in case.
- "Don't sweat the small stuff". It's your child's special day, so as long as they are having fun, it's a success.
- Don't forget the photos. We suggest asking a friend or family member to take them throughout the party.