

The Official “Lehigh Valley Little Ones.com” Party Checklist

One - Two Months before the Party

Choose the Date & Time – This is very important especially if scheduling around a holiday. Outside venues book up quickly. Keeping the party, especially for little ones, in the 2-3 hour range is best. If the party is too long, little ones tend to get tired quickly and then let the crying begin!

Chose your Location – Determining the location of your party will help to determine how many people you will invite. Having a party at your home is fun & convenient but not if you plan to invite 50 people.

There are quite a few locations in the Lehigh Valley that handle children’s birthday parties...and they do it very well! Last year, we tried Sweet & Sassy, Promenade Shoppes, Saucon Valley. They did a great job and even had additional staff available, in the event they were needed. Click here to check out Birthday Party Locations Page.

Make a Guest List – Once you know where the party will be held, then you will know how many people you may invite.

One Month before the Party

Choose the Party Theme – Is it a 1st birthday? Or does your little one want to be a Princess? Sometimes, the easiest way to pick a theme is to pick your little one’s favourite TV show or Character.

Buy the Decorations – Now that you know what the theme is...It is never too early to start hunting for the decorations. If you choose to buy on line, it may take 1 - 2 weeks before you items arrive. And in the event an item is on back order or becomes unavailable you will need a “Plan B”.

*There are balloon vendors in the Valley – keep them in mind when you decide you want balloons. They will deliver directly to your destination and their fees are very reasonable. Click here to check out Birthday Party – Paper Products & Balloons.

Invitations – Now that you have a “Theme” it is easy to choose your invitations. Invitations should be simple and right to the point. Don’t get me wrong, a cute picture on the front is nice to have but the details inside or on the back should be direct:

What / Date / Time / Where / RSVP Date, to whom, telephone number & email address

*The RSVP Date should be no more & no less than (1) week prior to the Party Date. That will give you enough time to prepare.

**In this day & age, using your email address in addition to your telephone number is recommended. This gives people an additional way to reach especially if they have questions.

Menu – Come up with a tentative menu. It may change a few times before the week of the party but having an “idea” is recommended.

Having a Kid’s Party requires a Kid Menu – here are some suggestions:

Main Dishes - Hot Dogs & Hamburgers / Macaroni & Cheese / Peanut Butter & Jelly

Sides – Raisin boxes, carrot sticks, chips & crackers, pretzels, teddy grahams

Dessert – Cookies, Cake, Cupcakes, brownies

*The simpler your menu the easier it will be on you, the party planner.

**Be sure none of your little guests have food allergies. When receiving your RSVP's, make sure to inquire that there aren't any nut allergies – which are the most popular allergies with little ones!

***Personally, I try to stay away from ice cream at a kid's party due to the “mess factor”.

Two - Three weeks before the Party Date

Mail the Invitations – Email, USPS or hand deliver!

Plan the Party – What games will be played? Plan more games than you expect to use...in case you run out of activities before the party is over.

If it is a birthday party, plan time to open presents. AND don't forget time to eat!

Acquire Help - Ask friends or family to help out with the party! They may decline but they may also accept!

One Week before the Party

Cake – Order now or bake cake and freeze it, if making your own Plan to have it ready for the day before the party.

Food Prep - Make any other foods that can be made ahead of time and freeze

Schedule – Write out a final schedule or “to do” list for getting things done for the week.

Party Friend – Let siblings invite a special friend over for the day so that they may celebrate as well

Two - Three Days before the Party

Food – Buy remaining food for the party – if not all ready being supplied by the Party Location.

Camera – Make sure that your camera has batteries and the memory card is empty and ready for a TON of pictures!

Don't forget the video camera too!

RSVP List – Get an exact guest count and check with those who haven't yet responded

Day before the Party

Cake – finish decorating if it is homemade or pick up from the bakery – don't forget the candles & matches!

Safety - Child-proof the party area

Prepare Food!

Party Day!

Get Moving! - Prepare foods and beverages that could not be made ahead of time.

Take pictures, Try to enjoy yourself, AND don't forget to eat!