

Children's Magic Party Planner

Lets face it - children's parties are not what they used to be ! If you are planning one you may find that there simply does not seem to be enough time to fit it all into your busy schedule - even maybe having to convince yourself that the child really is worth it ! Well, as a parent of two myself, let me help

- ▶ **Organisation really is the key , and having things written down helpssee below ..**

Unless you thrive on pressure - I would suggest that you start planning 6-8 weeks before the planned event date. Anything less than 2 weeks will be stressful - plus you risk fewer children attending as parents may have already made other plans

- ▶ **Booking Steve Drury as your magic party entertainer will help !**

Steve will tailor any combination of magic, puppet party entertainment options for the special day - to suit your preference and budget. Click here for party planning on a budget tips [Click here](#) to check his availability

- ▶ **Steve's party packages are designed so that you only need to organise the food and the refreshments.**

The Children's Magic Party Planner below breaks down the organisation into manageable tasks:

The Magic Party ... Six - Eight Weeks Before

▶ Entertainment

Book the entertainment - and get all details confirmed on a contract as soon as possible
[Click here to enquire about Steve's availability !](#)

- ▶ Are you having other entertainment also at the venue ?
- ▶ Telephone and check availability for date / time of party.
- ▶ Are they available, what can they do, what experience do they have, how long does their act last, how much do they charge ?
- ▶ Do they have insurance... ?
- ▶ Discuss your party plan with them - how else can they help (e.g. party games, gifts, surprises)
- ▶ Do they need you to provide anything at the venue e.g. power, stage lighting .

▶ Party Theme

Are you having a theme?

- ▶ Do you need to hire props for the theme
- ▶ Do you need to choose a venue to match the theme?
- ▶ Are there any services that might complement the theme - facepainter perhaps ?

▶ Party Venue

Check on availability of venue - visit it - then always book early to avoid disappointment

Consider

- ▶ Cost per child
- ▶ Minimum / maximum number of children
- ▶ What the venue facilities are (e.g. parking) and what they can provide (e.g. food, refreshments)
- ▶ What you have to provide (do you need to take anything additional with you on the day)
- ▶ Will you need adults to supervise (how many)
- ▶ How long will the party last, access and departure times
- ▶ Can you decorate the venue
- ▶ Get all details confirmed.

▶ Party Guests

Confirm with the birthday child / star of the day - the names of guests to invite (where possible find out surnames).

- ▶ Send out invitations
- ▶ Remember to ask whether there are any special dietary needs or requirements
- ▶ Put on RSVP to your telephone number / mobile number / email address..... by date
- ▶ Keep a list of names, addresses, telephone numbers of party guests - and responses

▶ Party Catering

Do you intend to book an outside caterer ? If so, always book early

- ▶ Phone up and get a quotes - have a list of food that you want prepared, or see what they suggest
- ▶ Do they cater to special dietary needs
- ▶ Decide if you want a sit down or buffet food arrangement

- ▶ Do they provide all refreshments
- ▶ Do they deliver
- ▶ Do they serve the food. Do they tidy up
- ▶ Do they want a deposit for crockery , glasses etc., how much do they charge
- ▶ Do they provide tablecloths, plates, serviettes, cups Book and get all details confirmed.

If you are catering yourself

- ▶ Consult the birthday child as to what they would like to eat
- ▶ Plan and write down your menu - Are you going to do all of it or share with someone else
- ▶ Check out pack sizes at the supermarket and work out how much you need to buy
- ▶ Decide how you are going to get the food to the venue - i.e. if you are taking 3 children in your car will there be enough room for food, drink, party accessories, prizes, balloons as well - or will you need to enlist help
- ▶ Do you need cutlery for eating or serving food, serving plates or trays
- ▶ Candles for the cake, matches, cake knife
- ▶ Extra cloths (for mopping up) , bin bags for tidying up
- ▶ Streamers, balloons

▶ Party Cake

Are you going to make a Birthday cake, or going to buy one.

- ▶ Remember small cakes or cupcakes can be as popular as one large one (and practical for party bags)

If you are having a cake made contact the cake makers,

- ▶ They should be able to show you samples or pictures of the cakes they supply.
- ▶ Do specify the date you need the cake for
- ▶ Order early as for some cakes the icing will need time to set

▶ Your Party Plan

Plan a day to do the party shopping, take your list with you !

- ▶ Prizes for any games or activities, party loot bags, contents for loot bags end out invitations
- ▶ Are you going to have music at the party - if so you need a CD or MP3 player - consult with the birthday child on music preference if old enough.
- ▶ Plan your activities and games with the Birthday child (but leave out any surprises), write this down as a list for reference
- ▶ Will you need any props for the games
- ▶ Select suitable prizes for the games
- ▶ Do you need any extra adult help with the games (Does the entertainer do games - or provide [game ideas](#))
- ▶ Do you have a digital camera for photos or video - if not borrow or even hire one (check local stores for costs, availability, ease of use, length of hire- or get a friend - or even a professional - to do it.
- ▶ Balloons - how many do you need. (Don' forget your entertainer may be balloon modelling too.) How long will it take you to blow them up - do you wish to ire a helium gas bottle usually available from party suppliers - will they deliver or do you have to collect

One Week Before

▶ Check

- ▶ The guest list and follow up on no replies to get a final count
 - ▶ Prepare a final list of menu items
 - ▶ Shop for non food items needed (e.g. plates, serviettes, tablecloths)
 - ▶ Do the food shopping where needed, go to the supermarket - or shop online - they deliver to your door
 - ▶ Reconfirm with entertainer - (unless you have booked Steve when all will have been confirmed)
 - ▶ Finalise any games or activities to be played after the entertainment
 - ▶ Prizes to be given
 - ▶ Content for party bags
 - ▶ Music being played
 - ▶ Make a party bag for each child guest
 - ▶ Wrap presents and prize parcels for any games or activities
 - ▶ Reconfirm with the caterers, cake makers, people to help etc. all times of arrival, collection and delivery etc.
- Decide what the birthday child and the rest of the family are going to wear on the day.**

The Big Day

▶ Prepare

- ▶ Food and drink
- ▶ Make sure you eat something before the event
- ▶ Make your way to the venue - give yourself plenty of time
- ▶ Organise your helpers
- ▶ Decorate venue as necessary, blow up balloons, streamers etc.
- ▶ Set out tables, seating. Prepare food to be ready to set out when required.



MAKE SURE YOU ENJOY THE EVENT TOO !



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