

Children's Party Planning Checklist

Jolly Good Productions | Ron and Hazel Wood | Richmond, North Yorkshire

Use this checklist alongside your quotation and booking details. Not every item will apply to every party.

Booking and invitations

☐	Confirm the date, venue address, entertainment start and finish times
☐	Confirm the entertainment option and whether the booking is for one or two hours
☐	Confirm the expected number and ages of the children; ask us in advance about fewer than 10 or more than 30
☐	Ask guests to arrive 10 to 15 minutes before the entertainment starts
☐	Set an RSVP date and request details of relevant allergies, disabilities, additional needs or sensory requirements
☐	Tell parents whether they are expected to remain at the venue
☐	Give guests clear directions and parking information

Venue and access

☐	Confirm room-opening, setup and clearing-up times with the venue
☐	Reserve free parking close to the entrance for Ron or Hazel
☐	Tell us about steps, stairs, restricted access or a long carrying distance
☐	Arrange carrying help if requested
☐	Provide access 60 minutes before Punch and Judy, or 30 minutes before other entertainment
☐	Check there is a suitable electrical socket
☐	Check heating, lighting and ventilation
☐	Check toilets, baby-changing facilities and accessible access
☐	Confirm tables, chairs, kitchen facilities, kettle and any equipment supplied by the venue
☐	Keep fire exits and access routes clear

Room and helpers

☐	Arrange at least two responsible adults to remain in the room
☐	Choose who will deal with a distressed or persistently disruptive child
☐	Clear a safe performance area and enough floor space for the children
☐	Move or protect ornaments, breakables and valuable furniture
☐	Switch off discos, flashing lights, smoke machines and competing entertainment during the show
☐	Set up a separate table for presents and cards
☐	Put out food tables and chairs
☐	Arrange helpers for decorating, serving food and clearing up

Food and drinks

☐	Party food or buffet
☐	Children's drinks and water
☐	Food for allergies or special diets
☐	Paper plates and cups
☐	Napkins and cutlery
☐	Tablecloths and serving trays
☐	Kitchen roll and food-storage containers
☐	Tea and coffee for adults
☐	Milk, sugar or sweeteners
☐	Kettle or hot-water urn, cups, teaspoons and cold drinks
☐	Tea or a soft drink for Ron or Hazel

Children's Party Planning Checklist continued

Birthday cake

☐	Birthday cake and suitable storage
☐	Candles
☐	Matches or lighter
☐	Cake knife and serving plate
☐	Napkins
☐	Foil, wrapping or small bags for cake slices
☐	Plan to place wrapped cake in party bags to take home

Entertainment extras and safety

☐	Tell Ron or Hazel about any adjustments that may help a child take part
☐	Agree any photographs or video and respect the privacy of other children
☐	Order pre-tied animal balloons in advance if required
☐	Check for known latex allergies before ordering balloons
☐	Keep balloons safely stored and hand them out as children leave
☐	Do not give balloons to children under three unless a responsible adult supervises them directly
☐	For face painting, remember that children under three cannot have their faces painted; a hand or arm design may be possible
☐	If outdoors in June, July or August, confirm the wet-weather, wind and hot-weather plan
☐	Ensure the indoor or covered alternative is large enough for everyone

Party bags and departure

☐	Prepare and label party bags
☐	Add wrapped cake slices
☐	Add gifts or sweets if required
☐	Hand out party bags, cake and balloons as children leave
☐	Confirm who may collect each child

Clearing up

☐	Rubbish sacks and recycling bags
☐	Cleaning cloths, kitchen roll and suitable cleaning spray
☐	Dustpan and brush or access to a mop
☐	Containers for leftover food
☐	Remove decorations and collect personal belongings
☐	Return furniture to its original position
☐	Check the room, kitchen, toilets and outside area
☐	Return keys and secure the venue

On the day

☐	Arrive early and give Ron or Hazel access at the agreed time
☐	Keep the performance space, socket and access route clear
☐	Brief the supervising adults and helpers
☐	Keep adult conversation quiet during the entertainment
☐	Have food ready promptly so the break does not overrun
☐	Bring out the cake at the agreed time
☐	Hand out party bags, cake and balloons only as children depart