



Party Checklist

One Month Before

- Create Guest List
- Complete your Wondertree Kids Birthday Contract

Three Weeks Before

- Prepare & Send Invitations
- Plan the Menu (Please refer to WTK Helpful Tips to decide what you should order)
- Purchase Party Favors & Goody Bags
- Order Birthday Cake
- Schedule your walk-through with the Wondertree Kids Party Manager

One Week Before

- Call Guests who have not responded
- Order Food
- Purchase non-perishable food & drinks
- Buy Paper Goods
- Buy Serving Utensils
- Have your final confirmation call with Wondertree Kids Party Manager

Two Days Before

- Purchase Perishable Snacks, Food & Drinks (adult & children)
- Get Video Camera and Camera ready
- Assemble Party Favors & Goody Bags (Don't forget to get your free class passes from Wondertree Kids)
- Get Supplies (list found below) ready
- Purchase Drinks

One Day Before

- Drop off all paper goods & décor to Wondertree Kids

Day of Party (Bring with you)

- Platters & bowls for Food & Snacks
- Serving Utensils
- Drinks
 - Adult
 - Children
- Ice (Can be purchased at Whole Foods near studio)
- Ice Chest/Bucket
- Goody Bags
- Paper Goods
 - Dinner Plates
 - Cake Plates
 - Cups
 - Napkins
 - Utensils
- 4 Table Cloths
- Birthday Cake
- Birthday Candles
- Birthday Cake Knife
- Additional Themed Décor (cannot be taped on to walls)
- Video & Photo Camera
- _____
- _____
- _____
- _____
- _____

Let's Party