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# Kids Party

PLANNER



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*A child's party can spark memories for a lifetime. Here are some top tips to help you manage all the details, stay organized and ensure your party is filled with all the excitement and wonder that make for cherished remembrances.*

## **1. Choose a date, and start and end times.**

Select a time when children are most able to attend. Avoid holiday weekends when families may be out-of-town and nap times when little ones may not feel their best. Don't forget to add an end time so parents know when to collect the kids.

## **2. Meet with a consultant: Your child!**

Whether you use a party planner or not, your child is the expert on which theme, guests and other details will make the birthday boy or girl beam.

## **3. Choose a theme.** What's your child's latest passion? Sesame Street? Thomas the Tank Engine? Or the world of Princesses? A great theme makes everything else is easier!

## **4. Location, location, location.** . Be creative. The best locations enhance your theme. Plan a safari party at the zoo or park. A train station is perfect for Thomas the Tank Engine. Or simply transform your backyard into a Princess' wonderland. Use balloons and signs to direct guests. If you choose an outdoor setting, have a backup plan in case of nasty weather.

## **5. Determine the guest list.** A good rule of thumb is to invite the number of guests that reflect your child's age (give or take a few) unless additional adults will help manage the brood. Expect parents of smaller children to attend.

## **6. Mail the invitations.** Kids may want to give them to friends, but mailing ensures they don't wind up in the backseat of a family car. Also, don't forget to include the end time, phone number or email for RSVPs — and ask for information on allergies!

## **7. Plan for activities!** Keep your guests busy with fun activities and games that reflect your theme — and don't forget the goody bags!

## **8. Confirm and confirm again.** When ordering a cake or food, confirm your order a few days prior to the party. If you've booked entertainment or a location, periodically confirm all the specifics with your contact person as well.

## **9. Pre-Order your Balloon Bouquet in person or by telephone.** Your balloons will be ready for pickup at the agreed upon time.

## **10. Help your child send thank-you cards.**

Manners matter, so teach your child to acknowledge friendship and gifts with a card that reflects the party's theme. Include a photo taken at the event!







## Thomas the Tank Engine Party

*Treat your birthday boy to fun by engineering a Thomas the Tank Engine Party.*

### Highlights

- Invite Sir Topham Hatt to make a guest appearance —just pick up a top hat and some gold foil to fashion a vest!
- Set up the Thomas play tent and have the train “pick up passengers” around the world!
- Cut train cars out of poster board. Get children on board with decorating the cars with confetti, colored paper and markers.
- Conduct a Runaway Train Hunt. Hide poster board train cars. As children find them, blow a whistle. Make sure everyone wins a prize.

### Must-haves

- Thomas’ Invitations and Thank-you Notes
- Themed cups, plates, napkins and tablecover
- Red plastic forks and spoons
- Red confetti stars for your table
- Full Steam Ahead Banner and Streamers
- Engineer Hats
- Thomas’ Blowouts
- Cake, train decoration, number-shaped candle
- Balloons

#### RECIPE FOR FUN: Train Trail Mix

- Mix tracks (pretzel sticks), wheels (Cheerios®), doors (Chex) and passengers (teddy grahams) in even proportions until desired quantity is reached.
- Add coal (raisins) for a sweet ride.

### Favorite Favors and Prizes

- Thomas the Tank Engine Stickers
- Thomas’ Temporary Tattoos
- Toot-toot Bubbles
- Thomas’ Fun All Year Coloring Book & Crayons
- Whistles



## Princess Ball Party

*Give the belle of the ball the royal treatment on her special day with all of her favorite things!*

### Highlights

- Host the Royal Ball with favorite tunes and a Freeze-Dance Contest. Stop the music and the last child standing gets to stop it again. The last child standing is the crowned prince or princess. Remember, everyone gets a prize.
- Turn imaginations loose with the Beaded Wand Party Activity. This kit lets the kids construct their own wands, beads and roses. Add poster board for tiaras and crowns.
- Hire a princess to make an appearance at the party (i.e., Cinderella, Snow White, etc.)
- Get the Coloring Castle & Markers and invite the kids to decorate it.
- Unveil a bin of old clothes and have the girls play dress up. Stage a fashion show and take glamour shots.

### Must-haves

- Princess Invitations and Thank-you Notes
- Themed plates, napkins and tablecover
- Princess Goblets
- Pink or white plastic forks and spoons
- Pastel heart confetti for your table
- Princess Table Centerpiece, Banner, Streamers
- Princess Wands and Tiaras, Blowouts
- Cake and Number-shaped candle
- Balloons
- Princess Crown or Caste Piñata and Piñata Goodies

### Favorite Favors and Prizes

- Princess Stickers
- Princess Purse with comb, nail stickers and more
- Glass Slipper Backpack Clips
- Personalized barrettes that include guests’ names
- Cinderella & Friends DVD
- Friends Forever Picture Frames
- Princess Photo Album
- Feather Hair Clips



#### RECIPE FOR FUN: Pink Princess Tea Party

- Serve fruit punch in teacups. Make Princess Pies (sandwiches) by inviting the little ladies to cut the sandwiches using fun-shaped cookie cutters. (Hold the peanut butter due to food allergies.) Add dainty fruit kebabs!



## Super Hero Party

*You'll be the superhero when Batman and/or Spiderman converge for your child's big day. Mix 'em up or focus on your child's favorite hero.*

### Highlights

- Include relay races, tug 'o war and obstacle courses to test the superheroes strength and endurance. Call the birthday boy's favorite superhero to help award prizes.
- Play the Spiderman Party Game.

### Must-haves

- Spiderman Invitations and Batman Thank-you Notes
- Themed cups, plates, napkins and tablecover
- Gotham City Centerpiece
- Batman, Superman and Hulk Masks
- Red plastic forks and spoons
- Red birthday confetti for your table
- Hulk and Spiderman Banner and Streamers
- Spiderman Hanging Spiral Decorations and Hover Disc
- Superhero Blowouts
- "Bat Cave" Door Sign
- Cake and number-shaped candle
- Balloons
- Batman Piñata
- Hulk Loot Bags

#### RECIPE FOR FUN:

#### Superhero Power Crunch

- Mix banana chips, chocolate chips, and cocoa puffs into desired quantity for a fun flavor blast.

### Favorite Favors and Prizes

- Batman Boomerangs
- Hulk Paddle Ball Set
- Spiderman Disc Launchers
- Hulk Stickers
- Spiderman Playing Cards



## Sesame Street or Elmo Party

*Hang out with Elmo on Sesame Street for the birthday bash.*

### Highlights

- Play songs from Sesame Street. Freeze-Dance to the tune. Last one standing is the winner.
- Play the Elmo Memory Game.
- Get gross...with a guessing game! Place cut apple slices, sliced hotdogs, wet bar soap, cool pasta and other items into separate bowls. Let little ones guess the contents by sniffing and touching. The winner gets the most items correct.
- Assemble the Large Coloring House and have kids decorate it with crayons, finger paints and glitter.
- Play the Elmo Party Game.

### Must-haves

- Elmo Invitations and Thank-you Notes
- Themed cups, plates, napkins and tablecover
- Yellow or red plastic forks and spoons
- Elmo Table Centerpiece
- Colorful curling ribbons for table decorations
- Elmo Banner and Streamers
- Elmo Hats
- Snuffleupagus Blowouts
- Crayon or Elmo Candles for the cake
- Mylar Elmo Balloons
- Elmo Pull-String Piñata and Piñata Fillers

### Favorite Favors and Prizes

- Colorful Elmo Favor Boxes
- Elmo Stickers
- Elmo PEZ Dispenser
- Magnetic stuffed animals
- Elmo T-Shirt



#### RECIPE FOR FUN:

#### Sesame Street Banana Treat

- Peel bananas.
- Push 7 stick pretzels into each banana (4 for legs, 1 for tail, and 2 for ears). Stick 2 raisins into the banana for the dog's eyes, and one gumdrop below the eyes for the nose. Have fun decorating other fruits with similar ingredients.

# Shopping Checklist

**COOL** Balloons.  
**EXCITING** Centerpieces.  
**FESTIVE** Plates and Napkins!

*With thousands of products, Factory Card & Party Outlet will help you generate smiles and make a great impression. Use this checklist to make shopping easier and to be sure to pick up everything you need.*

**Use this checklist to make shopping easier:**

- |   |   |
|---|---|
| <input type="checkbox"/> Invitations              | <input type="checkbox"/> Confetti for Table & Invitations |
| <input type="checkbox"/> Large Plates             | <input type="checkbox"/> Banners                          |
| <input type="checkbox"/> Small Plates             | <input type="checkbox"/> Streamers                        |
| <input type="checkbox"/> Napkins                  | <input type="checkbox"/> Hanging Decorations              |
| <input type="checkbox"/> Cups                     | <input type="checkbox"/> Birthday Candles                 |
| <input type="checkbox"/> Plastic Forks and Spoons | <input type="checkbox"/> Door and Directional Signs       |
| <input type="checkbox"/> Pre-Order Balloons       | <input type="checkbox"/> Curling Ribbons                  |
| <input type="checkbox"/> Serving Platters         | <input type="checkbox"/> Extra Camera Batteries & Film    |
| <input type="checkbox"/> Tablecovers              | <input type="checkbox"/> Cake Decorations                 |
| <input type="checkbox"/> _____                    | <input type="checkbox"/> _____                            |
| <input type="checkbox"/> _____                    | <input type="checkbox"/> _____                            |

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**Picture People**

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