



Party Countdown Checklist

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PLEASE RESERVE 6-8 WEEKS FOR PARTIES AT JERONIMO! CALL (770) 552-2772 OR EMAIL SALES@JJUMPS.COM FOR MORE INFORMATION. JERONIMO! CREATED THE PARENTHETICAL COMMENTS, WHICH ARE NOT PART OF ORIGINAL CHECKLIST.

SIX WEEKS TO GO

- Decide on time and money budget.
- Begin researching costs of external locations .
- Research entertainers for in-home party.
- Check out books about kids' parties from the library for theme and game ideas.
- (Send a "Save the Date" to guests. See www.jjumps.com/parties.htm for the Jeronimo! "Save the Date!" request, which you can download, customize, then email to guests.)

FOUR WEEKS TO GO

- Choose party theme
- Select party location
- Determine maximum number of guests
- Finalize date and time.
- Book and send deposit for entertainers or external locations

THREE WEEKS TO GO

- Make or buy invitations. (Send a Jeronimo! invitation by going to www.jjumps.com/parties.htm, downloading the Word file, customize it, and then mail or email to guests.)
- Make transportation arrangements to external location.
- Finalize menu. (At Jeronimo!, you can bring your own food, cake, drinks or we can cater for you. Call for details.)
- Order cake and food if not homemade.
- Arrange for extra helpers.

TWO WEEKS TO GO

- Shop for paper goods, theme props, goodie bags, and game prizes.
- Make favors and/or assemble goodie bags.
- Plan games and make any decorations or game props.

- Select music as needed.
- Buy any craft supplies need for party crafts.

ONE WEEK TO GO

- Confirm final numbers with party location.
- Confirm arrangements with entertainer.
- Shop for non-perishable foods and ingredients.
- Develop a time table for the party.

THREE DAYS TO GO

- Confirm that helpers will show up.
- Call entertainer and party rental to confirm order.
- Finalize all props and music need for games and crafts.
- Check camera, video supplies and batteries.
- Choose party clothes and get them ready to wear.

TWO DAYS TO GO

- Make food that will keep in refrigerator or freezer.
- Check the house for safety hazards.
- Put away any special breakables.

ONE DAY TO GO

- Bake or pick up cake.
- Rent videos for sleepovers.
- Review day of party timetable.

PARTY DAY

SIX HOURS TO GO

- Pick up last minute items, such as helium balloons.
- Clean up clutter and put away any special items not used for party.

Four hours to go

- Decorate house.

THREE HOURS TO GO

- Make final food preparations.
- Make final game preparations.

ONE HOUR TO GO

- Set table.
- Dress yourself and children for party.

30 MINUTES TO GO

- Have helpers arrive.
- Run through timetable and basic responsibilities with helpers.
- Put out materials for first activity or game.

PARTY TIME!

- Welcome your guests.

