How to Organise the Perfect Party

There always seems to be so much to do when trying to arrange your children's party and never enough time to do it. Organisation is the key when it comes to party planning.
Give yourself plenty of time to tick off the different tasks and we guarantee that planning your children's party will be a stress-free experience.

6-8 weeks before the party

Confirming the date

Before you set a date check with the 5 - 10 most important people that they will be able to attend.

Guest List

Work out who you would like to invite and can realistically afford to cater for.

Make The Booking

So one of your first jobs should be to find a venue to host the celebration that can cater for the numbers on the date you require. Check availability of the venue, book a date and time and pay any deposit necessary. If you have not already been there yourself plan a visit with any questions you may have. Get a contact name at the venue and ensure all details are confirmed in writing to avoid any surprises on the day!

Parking

Large venues normally have ample parking for guests but just double check with the venue to make sure guests have somewhere to park. Your party entertainers will also need somewhere suitable to park to bring in all equipment needed.

Party Themes

Want to create a special theme for the party and stuck on ideas? Why not look at our party themes on our parties page to spark your imagination (www.ridenfly.co.uk/parties/)

Invitations

Jelly Bean Events have already made this easier by creating Printable Party Invitations for you. You would receive this PDF once your deposit has been paid or, of course, you can create your own.

You'll need to start sending out your invitations. They should include the following information:

- Your child's name and which birthday he/she is celebrating.
- The address you are holding the party at and your phone number.
- The date, start and finish time of the party.
- If you're having a themed party, set the scene right from the start and make it clear on your invitation.

You may need a small map if you are inviting children whose parents have not been to this venue before. It's also a good idea to ask on the invitations for parents to make it clear if their child has any allergies or special dietary requirements if you are catering for the party.

The Cake

A birthday party isn't complete without a cake - right?

If you have decided to order a birthday cake from a supplier, contact them for samples or pictures of cakes they have made. Specify the date you need the cake for and order early as for some cakes, the icing will need time to set. If the name is to be iced onto the cake, make sure they have the correct spelling!
However - keep in mind that the cake doesn't need to be a masterpiece - a good old Victoria sponge covered in chocolate and Smarties will do the trick, and be equally delicious. If you are making your own, 1 week before the party, bake the cake and freeze it.

3-4 weeks before the party

Food

If you do not want the hassle of catering for the party, we have our Ultimate Food Packs that will take the stress off your shoulders!

If you are catering yourself, organise your food menu. Think about the timings of the party as well as your catering budget. If it is held at 12pm or at 5pm, guests will assume you will be providing a meal. If your budget doesn't allow for this, then hold the party in the middle of the afternoon when you can get away with serving a few nibbles or ice cream and cakes, make sure you say this on the invitation.

Party Bags

It is a good idea to make little bags of treats for them to take home, you do not have to spend a fortune. We have got some great ideas and suggestions for party bags or, of course, we can create them for you.
We can follow any kind of theme of the party or if your child has a preference, just let us know!

Music & Disco Lights

We bring the music & Disco lights with us! All you need to bring is any decorations you want to use to make the day special.

2-3 weeks before Party

Entertainment & Activities

We have many game options that the children can choose from. Have a look at our Games pages to get an idea. If you have your own game suggestions, then just ask!
Piñatas are always a hit at a party. The paper mache object is full of all kinds of goodies and hung from the ceiling to be bashed with a piñata stick until its exterior is weakened and all the goodies fall out. This Mexican tradition is a great way to finish off the party and you can purchase a piñata online from various suppliers.

Decorations

Source decorations, balloons, streamers, table confetti, 'Happy Birthday' banners, party hats or masks. If you are using helium balloons, make sure the venue you are hiring from allows helium balloons in their venue as some places do not allow this.

RSVP's

Collect RSVPs and check off against master list. Call any one who has not RSVP'd

1 – 2 days before Party

Allocating Tasks. Plan who is going to help at the party such as other parents or relatives etc, you can't be everywhere at once! Ensure all food is bought if you are catering for yourself. Buy in bulk and find items that just need to be defrosted so you do not have to spend all morning cooking.
Check batteries for the camera and/or camcorder.
Finish decorating the cake or pick up the cake from the bakery. Make sure you have candles.
Fill all the party bags.

The Day of The Party

Set off to the venue. Make sure you leave enough time in case of any traffic.
Prepare the food, drink, and birthday cake.
Blow up the balloons and put up decorations.
Set out the table and table decorations
Greet and organise your entertainers.
We will start the music and welcome the guests.
Take plenty of pictures and videos to commemorate this special day.
Relax & Enjoy!

After the Party

Send out thank you for attending cards.