

"30 Secrets to Planning An Unforgettable Birthday Party"

The Guide Every Busy
Parent Needs!

Brought to you by

DR. FUNNY BONE

You'll be glad he makes house calls!!!

Phone: (609) 433-6980

Web: www.DrFunnyBonesMagic.com

Email: DrFunnyBone@DrFunnyBonesMagic.com



Introduction

Finally, a guide to help plan the perfect birthday party... As a child grows up, one of his or her most cherished memories is their birthday party. Long after the cake has been eaten, the ice cream has melted, the gifts forgotten, the memories of the party live on. That is why it is important to carefully plan and prepare for the perfect party.

"*30 Secrets To Planning An Unforgettable Birthday Party*" is filled with ideas and helpful hints to make your next party a success. These hints are a compilation of advice from leaders in the birthday entertainment industry. This booklet will make your life infinitely easier. Also included is a step-by-step checklist.

This survival guide covers all aspects to giving a party. These are suggestions on: how to send out invitations, preparing food, playing games, choosing party favors, and deciding when to open presents. Find out the five most common reasons why a birthday child will cry. Learn how to put together a fun party on a budget. Also, find out how to hire the best type of entertainer.

A Suggestion; read the booklet all the way through one time, and then go through a second time, taking notes on the ideas you want to use. It's best to share the ideas with the birthday child and allow him or her to contribute so they know what is going to happen. This is your child's special day; let the child help plan the party. In the end, have fun. You should have happy memories, too!

15 Secrets To Planning An Unforgettable Birthday

1. Plan the party: Don't try to put the party together at the last minute, or even worse, try to "wing" it. Children have a very short attention span. Without a plan with continuous activities, children become easily bored. I'm sure you don't want the children adventuring through your house looking for something to do. When planning the party break up the time into 15 minute intervals, with a couple of emergency ideas just in case.

2. Time span: This is usually the most difficult decision for a parent to make, and what makes or breaks the party. The ideal party should be 2 hours, and no longer than 2 ½ Hours. Two hours gives you plenty of time to play games, have entertainment, eat cake, and unwrap presents. Add a half an hour if you are having lunch as well. Be sure to specify on your invitations the exact time the party begins and ends.

3. Size of party: There are a couple of theories on the number of children to invite. The most controllable size is 10 to 20 children. Some people say to invite one child per age of the birthday child. For example a five year old would invite 5 children. For younger children, be sure to have extra help from friends and family. Remember approximately 10 percent of the invited children will be unable to attend for various reasons. Have enough to include your child's friends without letting the party grow beyond control.

4. Conflicts: Find out from your child's teacher if other children have birthdays around the same time and contact those mothers to avoid a scheduling conflict. Also, find out from your child if any of their friends have previous commitments such as a sports event or music recital. This is especially important for their closest friends.

5. Party location: Most birthday parties are held at home. If it fits your budget, booking your party at a restaurant or other party facility is easy, simple, and can cut your workload in half. If you decide to book one of these locations, be sure to make your reservation at least one to two months beforehand. Movie theatres, bowling allies, sports parks, roller rinks, etc, are also possible locations for a birthday party.

6. Naptime: Smaller children are used to specific schedule, which includes their naptime. It is best to plan accordingly to avoid unhappy campers. *It is no fun to be tired!*

7. To eat or not to eat: If you plan your party around a mealtime, 12 noon or 5 PM, you will be expected to feed the children. Plan foods the children enjoy. Finger foods are great. Sandwiches, mini pizzas, and hot dogs are great food choices. In the excitement, the children probably won't eat that much so don't overspend.

8. Drinks: Clear or light colored liquids such as ginger ale, 7-Up[®], or white grape juice are best. They are caffeine free and won't stain the carpet. When serving the drinks, only pour a little in each glass and refill as needed. Use only paper or plastic cups.

9. Cake: The cake can be the centerpiece to the whole party. Cakes from *Sam's Club* or *Costco* seem to be a good bargain. Order the cake at least two weeks in advance. Be sure to specify the correct spelling of your child's name. Pick up the cake early in case there is a mistake that needs to be changed. Check the cake carefully before you leave the store to make sure everything is correct. If you choose an ice cream cake, be sure to take it out of the freezer before the party so that it can soften, slightly. As an alternative, get a smaller cake for just the family for after dinner and have cupcakes for the children at the party.

10. Party Supplies: Party stores have a wide range of party favors to choose from. You can purchase a "theme" package where everything you need is included. Party bags are very popular. Dr Funny Bone can supply magic themed "goodie" bags for a small fee per bag. Pick out different party favors and place them in individual bags labeled for each child. Don't include noisemakers if you treasure your sanity. The best time to hand out the party bags is at the end of the party when the children are leaving.

11. Balloons: Order helium balloons at least a week in advance. Children love balloons and it is a great way to decorate the room. They are also very inexpensive. Many entertainers, including Dr. Funny Bone, will make balloon animals for the children. Ask about that service. Be cautious that the children do not chew on the animals, and for that reason do not have balloon animals for the under-four crowd. Reserve the balloon animals for when the children leave the party. That way they can take it home before it pops and advise them to be careful with it. *Helpful Hint:* Hang some colorful air-filled balloons on the mailbox as an easy beacon to help people find your house.

12. Supplies: Before the party, be sure you have batteries and film for your camera. In this video age, charge the battery on your video camera and have enough videotape. If you would like to tape the entertainer's performance, ask him first. Also have a supply of large garbage bags and paper towels on hand, you will need them. If the party is during the summer, have some sun block. A First Aid Kit should be close at hand for emergencies.

13. Music: Pick a variety of music that is age appropriate. Children love to listen and dance to music, especially if it is for their generation. Keep the music at a reasonable volume or in a separate room. Turn it off during the entertainment. After a while, hearing the same song played over and over and over can easily get on your nerves.

14. Gifts: The presents should all be in a specific area of the party setting. These gifts should not be opened until the end of the party. Refrain from allowing the children to open the boxes and take out the toys to play with. Pieces are easily lost and feelings are hurt. The guests like to sit with the birthday child when he opens the gift they brought.

15. Movie Time: A sanity saving suggestion is to rent or have available a children's movie for the end of the party. Waiting for the parents can be the hardest part of the party. A popular movie or cartoons will help keep the peace and relax the children who have overindulged on ice cream and cake. Generally this is a contingency plan, as most children waiting for their parents will want to look at the Birthday Child's presents.

5 Tips To Remain Within Your Budget

1. Make your own invitations and party decorations. Your children will love this special project and will ultimately make the party more memorable. A personal computer can be used to make fun and colorful invitations, banners, and decorations.

2. Plan the party around non-meal times. The price of food will increase the cost of the party. Children really only want the cake and ice cream, anyway. You can splurge by putting out snacks and real drinks for the adults.

3. Putting together party bags can be time consuming and expensive. Instead of putting together your own goodie bags, ask the entertainer if they offer goodie bags in one of their packages. Some entertainers, like Dr Funny Bone, offer goodie bags for an extra charge and you only pay for those you

need. That will save you time and prevent left over bags at the end of the party. Or plan and purchase them with the birthday child helping to put in things their friends will enjoy.

4. If the weather is nice, set up a backyard Olympics. Children love to play the games and you can find out their favorites by asking your child's teacher. Hand out stickers/prizes to the winners (try to make sure that everyone wins some kind of prize). Playing games also helps dissipate the energy the young ones who come to the party will have, so they can sit better during the show.

5. Don't feel guilty about having to put together a budget birthday party. Children just want to have fun with their friends. With a little planning, a reasonable cost birthday party will be just as much fun as any other party.

5 Things That Make A Birthday Child Cry

1. **Confusion:** Have the birthday child help in the planning part of the party. Go, step-by-step, through the entire plan of the party so that your child will know what to expect. Try to have as few surprises as possible.

2. **Attention:** The birthday child expects to be the center of attention, and rightfully so. The birthday child will sometimes think that too much attention is being focused on siblings or other guests. Children will also become frustrated if they do not win every game on their special day. Talk to them before the party to help alleviate this problem.

3. **Special toys:** Make sure that any special toys of the birthday child are put away. Children will share at first, but confrontations will often follow. This is also one of the reasons why you want to wait to open the presents until the end of the party.

4. **Anticipation:** One of the most important things in a child's life is his/her birthday. It is your child's special day. Sometimes, the anticipation creates tension in the child. Talk with your child before the party, so the expectations they have aren't too high.

5. **Tired:** It will often be difficult for the birthday child to take a nap. Try to get them just to relax before the party. Do the best you can to keep your child in his or her normal schedule before the party.

5 Tips To Finding The Perfect Entertainer

1. Children have short attention spans. Professional children's entertainers are an invaluable resource in your party planning. A high quality professional magician will be able to keep the children continuously entertained for 40 to 50 minutes, and create a wonderful memory for the birthday child. Beginning performers or low quality entertainers may charge less money, but will be unable to maintain the attention of children. A quality performer is well worth the small difference in price.

2. You should contact the entertainer up to a month in advance. Quality performers are in high demand and you do not want to miss out.

3. When searching for a professional entertainer, ask about what they do, is the show age appropriate, involve the children, etc. Ask the performer for references on the performances they give. A qualified performer will be able to provide references to past performances.
4. Give the performer detailed directions and a contact phone number. If the entertainer doesn't confirm in the week before the party (usually by two days before), call with a friendly reminder and be sure there are no problems. Also, call with new directions if you change the party location.
5. When the performer shows up to the party, usher him/her into the performance area quietly allowing for time to set up. Once that is complete, be sure to introduce him/her to the birthday child. The entertainer will often highlight the birthday child in the show (have a camera ready) and should know who he or she is. A quality performer knows that the birthday child should be the center of attention. Relax and enjoy the show.

Bonus: Party Schedule (approximate times)

First 15-30 Minutes - Games, Playtime (have prizes; this also allows for latecomers)

40-50 Minutes - Entertainment

20-30 Minutes - Cake and Ice Cream

Final 20-25 Minutes - Open Presents; Thank guests for coming as they depart. Make sure they have their goodie bag and balloon animal.

30 Minutes – Quick clean up, and then relax while your child plays with the new toys.

This Checklist Provided By:

DR. FUNNY BONE

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Email: DrFunnyBone@DrFunnyBonesMagic.com

Dr. Funny Bones Magic LLC

Checklist Party Date/time: _____

Up To Four Weeks Before The Party

- Fill out a guest list.
- Decide on location.
- Plan the menu.
- Hire entertainment.
- Order cake.
- _____

Up To Two Weeks Before The Party

- Send out invitations.
- Make/purchase party decorations.
- Purchase party supplies.
- Order balloons.
- Purchase food for party.
- _____

Up To One Week Before The Party

- Confirm cake order.
- Confirm balloon order.
- Confirm entertainment.
- Enjoy the calm before the storm!
- _____

Up To Two Days Before The Party

- Check cameras and purchase film.
- Check video cameras and charge batteries.
- Confirm with any parents who haven't RSVP'd yet.
- Purchase food for party.
- _____

The Day Before The Party

- Go over the party schedule and purchase last minute items
- Childproof the house.
- Get party decorations ready.
- Bake cake if you are doing it yourself.
- Relax, everything is ready!
- _____

The Day of the Party

- Pick up the cake (if ordered).
- Pick up the balloons.
- Prepare the food.
- Decorate the house.
- Put balloons on the mailbox.
- Secure all pets in another room.
- Make nametags.
- Set up table for presents (out of reach of small children).
- Have Fun!