

Introduction

Planning an amazing and unforgettably fun kids party may seem like an overwhelming task at times, but it doesn't have to take a feat of magic to accomplish. It's actually quite a simple process. Making the event the best ever does require some details that can easily be overlooked.

I have put this information together to give you what I have found over my 19+ years in planning and creating super fun kids parties.

What I am about to share with you are my trade secrets. I have used these exact secrets to help parents (just like you) plan and create awesome events, shows and parties.

Up until now, I have kept this information confidential... ...but I'm letting the cat-out-of-the-bag and revealing them to you so read on.

My goal is to make your life easier.

In this guide you'll learn the following:

The Single Biggest Mistake People Make When Planning A Party And How To Avoid It.

A Simple Question You Need To Ask Your Self Before You Move Forward With The Party.

How To Tell If Your Entertainer Doesn't Really Know What Their Doing.

The Vital Ingredient In A Super Fun Kids Party.

One Thing That Doesn't Have To Be Planned Out.

What To Do Before The Party.

- Great Tips For During The Party.
- The Last Few Things After The Party.

The Single Biggest Mistake People Make When Planning A Party And How To Avoid It.

The biggest mistake most people make is not giving themselves enough time to plan the event they have in mind. Planning an event takes time and organization. It is important to give yourself enough lead time to get the job done right. Planning ahead also reduces stress and allows you to make sure you remember everything.

The best way to climb a mountain is one step at a time. This is true with any large task that you take on... and planning a birthday party is no exception. When you requested additional information from TallPaulMagic.com one of the free gifts was the Tall Paul's Birthday Party Checklist. That checklist is time tested by hundreds of party planners, so use it! Start planning at least three months out. Take care of the major things early like choosing a location, planning entertainment, choosing a theme, etc. to minute disappointments. avoid any last Remember, your child only turns their particular



age once. Proper planning will eliminate stress and allow you to enjoy the party.

Make a list of the items you will need. Don't forget the common items like plastic dish and silverware, napkins and party favors.

A Simple Question You Need To Ask Your Self Before You Move Forward With The Party.

Where are you going to have the party? Will this be a home party or would you rather go out



and let a restaurant or party place handle the day? Many pizza places offer party rooms and there are a lot of activity centers designed just for parties. If you think you would rather leave the cleanup for someone else, you should book this as far in advance as possible to avoid disappointment. The same goes for professional entertainment, book now and get who you really want!

Choose a Date & Place

The sooner you start the better for selecting when and where to have the party. If you wait too long you could find yourself competing with other birthday parties and if you want to have the event at an outside source, you might not be able to secure the location.

Home vs. Outside Venue

If you're on a tight budget then the home is the best place to have the party. Below are some advantages and disadvantages for having an in-home party.

| Advantages | Disadvantages |
|---------------------------|------------------------------------|
| Saves Money | Space Limitation for Smaller Homes |
| Convenient | More Cleaning on the Front End |
| Can Set Up Early | More Cleaning After the Party |
| Most Needed Items in Home | |

Using an Outside Venue has Advantages and Disadvantages as well.

| Advantages | Disadvantages |
|--|--|
| No Cleaning Before the Party Clean Up After the Party is a Snap Fun Atmosphere Possible Work with Professionals Simple | Can be Expensive Inconvenient (if you forget something) Large Crowds |

Time is Important

It's best to start your party on the quarter hour (See Bonus #2- How to Get Your Guest to Arrive on Time). If you're planning to feed everyone then have it around lunch or dinner time. If you don't want to feed the attendees, then have the party mid-morning or mid-afternoon.

How To Tell If Your Entertainer Doesn't Really Know What Their Doing.

There are lots of wonderful entertainers out there and here are a few tips in finding the right one:



Ask a lot of questions!

- 1. Is the show age appropriate?
- 2. How long is the show?
- 3. What do you offer?

Ask for specifics, if they can't tell you about their act, they may just "wing it" each time they have a show. This is not the mark of a true professional. Ask for references and call them!!! Any performer that actually performs should be able to supply you with numbers of past clients. This is very important!!!

Know The Demographics: The entertainment should be the highlight of the party, but make sure your entertainer is aware of the type and age of the audience.

If your entertainer does not ask what the demographics of the group are...BEWARE!

Your audience may be made up of a six-year-old year old birthday child but whom else?

Are older or younger siblings attending? How many? What about adults?

These are all questions that your entertainer must be aware of.

A professional will be able to accommodate all of these factors when customizing a show for your event.

Find an entertainer that will do custom presentations not just off the shelf shows.

Custom shows will make your child feel more special and be more interested in the show because it is centered on them and what they're "in to."

Custom shows also make you look more like an expert party planner to all your guests. Plus, everyone remembers the show for a lot longer because it matches everyone's existing world view.

The Vital Ingredient In A Super Fun Kids Party.

Choosing a Theme

Theme parties are very popular and it gives you a good starting point if your child has a particular interest; like Magic, Mermaid, Pokemon and others. You can buy plates, napkins, games and cakes around a theme. This helps you in planning all the activities. Every successful event needs a theme! Themes are fun and they make planning easier on you.

Here's an example of what I mean

Which sounds more fun?

- Johnny's birthday party
 or -
- 2. Johnny's Magic Extravaganza Party

Pick your favorite magical character, decorate the house with magic hats, wands, stars and stuffed animal toys. The ideas are endless once you have a theme.

Your theme doesn't have to be



magic, it can be anything. You can choose a theme based on the month, popular culture, music, kids show favorites, cartoons and more.

Once you've come up with a theme the rest of the party lays itself out. You see, before you were trying to piece together a party all "looseygoosey," now you that you have the theme "Magic Party" the ideas are endless.

Tell your entertainment the theme. Who knows, maybe your entertainer can incorporate the theme of the party into his or her performance. Or, you can pick your theme based around your entertainment. Like with my show all you need to do is book Tall Paul and you have instant theme.

We'll talk more about themes later.

One Thing That Doesn't Have To Be Planned Out.

Go with the Flow: Don't be a control freak. Not everything has to be planned out. I know I've given a lot of tips so far and there's many more to come. Just remember to have a plan but don't be upset if things don't go as planned.

Your guests will cherish some free time. But make no mistake about it, free time that's planned into the party is different then guests running amuck.

Stay calm, follow your plan and everything will be great!

Before the party

Coming up with a Good Theme

I've performed for a lot of birthday celebrations and believe me; the best gatherings have a theme. It can be simple or complex, it really doesn't matter, just make sure to have one. A theme will help make your event that much better and memorable.

Start Early

Start as early as three months prior to the party. Make it fun. Brainstorm ideas with your child and come up with something everyone will enjoy. You can go with a commercial theme or a noncommercial theme.

Commercial vs. Non-Commercial Themes

The advantages of a commercial theme are that you can piggyback off an established kid's favorite character and it's easy to find accessories, but it can get costly. The non-commercial requires a little more creativity, but it will help if you have a tight budget.

Themes on a Budget

Here are some great non-commercial themes that cost very little to put together:

Treasure Island- Ahoy, matey! If your birthday boy or girl likes treasure hunting, pirates or adventures on the high seas, why not plan a birthday party around that? You could use custom eye patches, temporary tattoos then you can have kids make and decorate pirate hats. A treasure hunt is the perfect addition to this theme

Fiesta- Go with red, green and white colors, turn on some music and let the kids dance their hearts out!

Safari- Turn your backyard in to a jungle with a



safari-themed birthday party! Greens, yellows and browns will work well for safari decorations. Any and all stuffed monkeys, tigers, lions or other jungle creatures that the guest of honor owns could work well as additional decoration here and there. Plastic safari hats, binoculars, magnifying glasses and butterfly nets can also come in handy for creating a true safari setting. Trail mix, gummy worms and bug juice can be the snack combination of choice for the famished explorers. For girls you could have a butterfly hunt by making and hiding them around the house.

Color party- Everything is the same color. Get plates, streamers, cake, you can even order M&M's in a single color to match your theme. Remember to tell everyone to wear the color.

Below is a list of possible themes for your child:

| Toddlers | Preschoolers |
|----------------------------|----------------|
| Lady Bug | Flower Power |
| Teletubbies | Dinosaur Party |
| Pretend Slumber Party | Talent Show |
| | Carnival Party |
| School Aged | Bubble Party |
| Construction Party | Box Party |
| Sleep over Party | |
| The Ultimate Bike Party | Tweens |
| Sports Party | Talent Show |
| Splash Party | Roller Skating |
| Twister Party | Splash Party |
| Magic Party | Dance Party |
| Plan the Party Decorations | |

Plan the Party Decorations

Here's some ideas on ways you can add a festive atmosphere to your party:

Streamers- This is one of the least expensive ways to decorate.

Balloons- These can be attached to a mailbox or a sign outside to let guests know where to find the

party. They make great decorations and kids love to take them home. And while we are on the subject...

A Few Tips about Balloons Here are somethings to consider when you are shopping for balloons:

For best results always have a professional inflate the balloons with helium. It's best to have a grocery store, Walmart or a party store handle it.

Always pickup your balloons the day of the party! The fresher they are the better. DON'T PICK THEM UP THE DAY BEFORE OR THEY WILL DEFLATE!

Some stores offer treated balloons that will hold the helium longer. This stuff usually is a bit more expensive than just a balloon but it works. It's something to consider.

Keep your balloons indoors until it's time to decorate. Balloons can lose their shine or even pop if they're put outside too soon. REMEMBER, HEAT MAKES AIR EXPAND AND RUBBER SHRINK. THIS CAUSES BALLOONS TO POP.



Ask the store to use a separate string to tie off the strings holding the balloons as close the balloons as possible. This will save you from having to untangle them. This simple request can save you lots of time and aggravation.

Party Setup

If you followed the Tall Paul's Birthday Party Checklist then setup should be a whiz! Charge all video and digital cameras the night before. In addition, make sure all memory cards are clear of photos/videos. It wouldn't be a bad idea to have an extra memory card available as well. Ask friends to bring their cameras too. You don't want to miss any picture perfect moments.

Set up as much as possible the night before. This is a lot easier if you're having the party in your home. If you have decided to use an outside venue then you will need to check with the establishment to see how early you can arrive. Be sure to give yourself plenty of time.

Decide Who's Coming How Many to Invite

On average, birthday parties range anywhere from 8 to 20 kids. You want to have a good turn out for your child's party, but you probably don't want a pack of rambunctious kids either.

A good rule of thumb is to expect 65-75% of the kids invited to attend the party. In other words, if you invite 20 children, on average, around 15 will show up. It's also possible that everyone will be there, so be prepared! Make sure everyone RSVP's. The sooner you get the invitations out the more likely you are to have a good showing (See Tall Paul's Birthday Party Checklist).

Invitations

You can purchase all sorts of invitations locally, online or you can make your own.

Evite.Com is a great online service that will allow you to design your own invitations. It's quick, easy and very efficient.

To encourage promptness use the suggestions in the guide that was emailed to you- How to Get Your Guests to Arrive on Time!

The three main pitfalls here are planning, entertainment and flow.

If you hire a good professional entertainer you'll alleviate all of these potential pitfalls right up front.

In future communications I will be sending you more information on party planning and kids activities and my show schedule so you can come out and see me.

I hope this guide was helpful and that your party goes off wonderfully.

During the Party

Food...

One lesson that parents learn early is that kids eat what they like! Here are some ideas to make what they like even more fun for that special party:

Pizza!!! Children love pizza! The easiest way to serve it is to cut it up in bite-size squares. That way the smaller children can handle it and less gets wasted. Pizzas with carrots or grapes are perfect foods for children.

Cupcake Cones!!! Fill flat-bottomed ice cream cones 3/4 full with cake batter, bake, ice and decorate. Easy to serve, eat and NO DISHES! (The batter rises to fill the cone)

The Birthday Cake... I suggest that you buy a small cake, just big enough for the family. Use

this to light the candles and sing "Happy Birthday", then serve individual cupcakes to the guests. By saving the real cake for the family dinner hour, the whole family can share the birthday cake, a much appreciated plus! Save yourself the hassle of sloppy cake cutting. They are easy to serve and eat!

Hot dogs can be fun as well. Just cut the wieners along the sides and shape them in to a person and boil it. The dog will grow arms and legs! Decorate with mustard or ketchup for eyes and mouth.



| PART | Υ - | | NE! |
|-----------------------|---------------|--------|------------|
| Dear Date Place | | Time | |
| From | I hope you ca | n come | |
| R.S.V.P | PARTY TI | | ARTY TIME! |

To simplify things, it's best to have bottled water or juice boxes in a cooler. The less plates, cups, utensils, forks, spoons, etc. the better.

Games/Activities

Here's some ideas to get your creative mind going:

- 1. Water Balloon Toss- Make sure parents know that their kids will be getting wet.
- 2. Relay Races- This activity is always a lot of fun. Use your imagination!
- 3. Nerf Football Games-There's nothing like a good old fashioned game of Nerf Football!
- 4. Balloon Relay Race. Before the party, inflate about three balloons per child. Divide the guests into two teams. Each child runs to a pre-determined point, sits on their balloon, pops it and runs back to tag the next runner. The first team to pop one balloon per child wins the race. Be sure to have prizes for both the winners and the second place team. Do a re-run if the kids really enjoy it!
- 5. Pin the Tail to the Dinosaur- Why not update classic game, and pin a tail on a dinosaur. Just draw the parts yourself.



And don't forget about our favorites... Limbo, Simon Says, and Musical Chairs. These are all classics for a reason.

One of the biggest mistakes made is over planning of activities. Too many games and a stringent schedule can stifle children and prevent them from using their own creativity to have fun. Kids always find a way to entertain themselves... so don't over plan.

After the Party

In regards to cleanup... GET HELP! Who better to ask then the kids at the party? Make a game out of it. Give prizes for the child who picks up the most trash.

One last bit of advice, make sure to return anything rented or borrowed and get out thank you cards within 24 hours. Get this stuff out of the way A.S.A.P. So you can move on with your busy life! www.TallPaulMagic.com 505-489-1670

About The Author

I have been helping Moms & Dads create stress-free, awesome kids parties for over 19 years.

I am also a professional kid show entertainer and The Kids Party Specialist .

If you are planning a party, please give me a call. Remember all of my services are backed by a 100% Satisfaction GUARANTEE!

You can learn more about my show and my guarantee at my web site listed below.

Magically,

Tall Paul Magic New Mexico's Funniest Family Entertainer http://www.TallPaulMagic.com The End...