Kids party planner

Event and organiser

Tap an answer box. Save a copy, reopen it to check, then return the file.

Event type and date

Birthday or other occasion and day / month / year

Organiser

Name and preferred name

Organiser contact

Email and phone

Child / children of honour

First names and age(s) turning; no surnames needed

Venue and room

Venue name, full address and room in use

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

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Guests and atmosphere

Short answers here; use the extra-answer page for longer notes.

Services already booked with me

List agreed services and extras; anything not agreed: TBC

Approximate guest numbers

Children and adults, and any changes expected

Age range of the children

Approximate range / mix, not dates of birth

Adult in charge on the day

Name and contact number

Three words for the party

For example: energetic, silly, relaxed

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

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Timings

Short answers here; use the extra-answer page for longer notes.

Setup access and earliest arrival

Time, loading route, parking, stairs / lift and venue restrictions, if known

Guest arrival

Approximate time

Party food / cake

Yes / No / TBC; approximate time and any music for arrival of the cake

Entertainment start and finish

Agreed times, or TBC

Parents collecting

Approximate time children are picked up

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

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Games and music

Short answers here; use the extra-answer page for longer notes.

Favourite songs, films or characters

What the children are into right now

Games or activities you would like

Songs or styles to avoid

Anything not suitable or that you would rather not hear

Dedications and announcements

Names, occasion and the wording you would like used

Final song or closing announcement

Optional song and wording

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

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Safety and final notes

Short answers here; use the extra-answer page for longer notes.

Sensitivities or adjustments

Loud noise, flashing lights, shy or anxious children; practical notes only, no medical history

Venue sound or power notes

Any known sound limits, power access or setup-space instructions

Photos and videos for my marketing

Yes / No / Please discuss first. I will not use identifiable images of children without separate confirmation.

Other entertainment or helpers

Yes / No / TBC; act, contact and times

Other useful information

Anything else I should know; use extra space or an added page

Skip anything not relevant; use TBC if undecided. No payment details or private medical history.
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Extra answers / music lists

Short answers here; use the extra-answer page for longer notes.

Extra answer 1: start with the question name

Extra answer 2: start with the question name

Extra answer 3: start with the question name

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