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# Nick Magic

## Party checklist

1 or 2 months before the party	Set the date of the birthday party
	Decide on the venue and make a reservation if necessary
	Book the entertainer (Nick Magic naturally hopes it will be him!)
	Create a guest list (this will determine the size of the party)
	Set a party theme if you want one
	Plan your activities (Nick Magic can take care of all the games)
	Plan your menu
	Source your party supplies
2-3 weeks before the party	Send out your invitations (including directions to the venue)
	Order the cake
	Order flowers, balloons, etc.
	Purchase the party bag items (Nick Magic provides the game prizes)
	Finalise your menu
1 week before the party	Order or gather together chairs, tables, dishes, utensils, etc
	Make a final guest count; make phone calls if necessary at this point
	Plan for additional adult chaperones if necessary
	Place orders for food if applicable
	Confirm any reservations if applicable (Nick Magic will confirm his attendance with you, he will not let you down!)
	Buy film or extra memory cards for your camera
	Confirm your venue is adequately prepared
	Buy and wrap your gift for the birthday child
The day before the party	Begin decorating
	Pick up the cake
	Purchase beverages
	Prepare the party bags
On the day	Have your camera/video recorder ready
	Stock the toilets with plenty of paper, soap and towels
	Have paper and pen handy to record who gave what gift
	Have a large rubbish bag handy for torn wrapping paper
	Secure your pets
	Have fun!