



Complete Tumble Tike's Party Checklist

• **SIX WEEKS BEFORE**

- Choose a possible theme/colors with your child
- Determine the guest list
- Reserve your party with deposit at Tumble Tikes/Triple Jump Fitness

• **FOUR WEEKS BEFORE**

- Prepare your invitations postcards or online evites
- Ask for an updated class list from your child's teacher
- Determine menu to match your party theme
- If ordering a cake or cupcakes, place your order

• **THREE WEEKS BEFORE**

- Mail, drop off or email invitations
- Purchase party supplies, especially if ordering on-line
- Arrange for extra help, if necessary

• **ONE OR TWO WEEKS BEFORE**

- Purchase more party supplies as needed
- Call families who have not yet responded to your invitation

• **THREE DAYS BEFORE**

- Purchase food...ie...drinks, snacks, cake, veggies, fruit, waters etc.
- Purchase batteries for camera
- Charge video camera
- Call Tumble Tikes/Triple Jump to confirm all details...head count
- Assemble party favors (optional)
- Pack up plates, utensils, napkins, candles, matches, cake knife,

• **ONE OR TWO DAYS BEFORE**

- Bake cake or pick up pre-ordered cake (reminder we do not have a freezer for ice cream...please bring a cooler with ice)

• **ONE WEEK AFTER**

- Send thank you notes!