

Noon Years Eve Checklist

FOUR WEEKS BEFORE

- SELECT DATE AND TIME
(RECOMMENDED: 10:30 AM - 1:30 PM)
- CREATE GUEST LIST
- SEND INVITATIONS
- BOOK ENTERTAINMENT IF DESIRED
- PLAN MENU (KID-FRIENDLY SNACKS
AND PARENT REFRESHMENTS)

DAY BEFORE

- FOOD PREP
- SET UP PHOTO AREA
- ARRANGE FURNITURE
- CHARGE CAMERAS/DEVICES
- SET UP CRAFT STATIONS (OR SKIP IF
HIRED HAPPILY EVER LAUGHTER TO
DO IT)

TWO WEEKS BEFORE

- PURCHASE/GATHER SUPPLIES:
- PARTY DECORATIONS
- NOISEMAKERS
- PARTY HATS
- BALLOONS
- PHOTO BOOTH PROPS
- CRAFT SUPPLIES
- CREATE PLAYLIST
- PLAN ACTIVITIES SCHEDULE
- CONFIRM RSVPS

MORNING OF PARTY

- SET OUT FOOD AND DRINKS
- FINAL DECORATIONS
- SET UP COUNTDOWN CLOCK
- PREPARE ACTIVITY MATERIALS &
INFLATE BALLOONS (OR HAPPILY EVER
LAUGHTER WILL DO THIS)

FULL SUPPLY LIST CONTINUED ON NEXT PAGE...

ACTIVITY TIMELINE

10:30 AM - WELCOME GUESTS

10:45 AM - FIRST ACTIVITY

11:15 AM - SNACK TIME

11:45 AM - PREPARE FOR COUNTDOWN

12:00 PM - NOON YEAR CELEBRATION

12:15 PM - LUNCH/CAKE

1:00 PM - FINAL ACTIVITY

1:30 PM - FAREWELL

DECORATIONS

- STREAMERS
- BALLOONS
- PARTY HATS
- NOISEMAKERS
- "HAPPY NEW YEAR" BANNER
- CLOCK OR COUNTDOWN TIMER

ACTIVITIES

- CRAFT SUPPLIES
- MUSIC PLAYLIST
- GAMES MATERIALS
- PHOTO BOOTH PROPS
- PARTY FAVORS

FOOD & DRINK

- KID-FRIENDLY SNACKS
- JUICE BOXES/WATER
- ADULT REFRESHMENTS
- PAPER PLATES/CUPS
- NAPKINS
- UTENSILS
- CAKE
- LUNCH

NOON YEAR'S EVE PARTY PLANNING CHECKLIST BY



Kids Party Entertainment
"Plan Less, Party More!"