

MY MASTERPLAN

party theme: Prehistoric.....

occasion: Jackson's 5th Birthday.....

location: Scout Hut.....

date: 10th March 2012.....

time:.....

2 hours before party at venue

done	task	person responsible
<input type="checkbox"/>	final touches to food
<input type="checkbox"/>	set up dinner tables
<input type="checkbox"/>	lay separate table for party cakes to take home and pinatas
<input type="checkbox"/>	hang up bunting
<input type="checkbox"/>	put 'pin the tail' in place
<input type="checkbox"/>	blow up balloons, hang some and keep plenty aside for party games
<input type="checkbox"/>	keep one table to lay named invites on so that prizes for each child can be placed ready to take home

Party Running Order

3.00 - 3.20pm guests arrive and find invite match - win wooden puzzle which is placed with named invite on 'loot' table

3.20 - 3.35pm split children into teams (3 teams of 7 in this case) for skipping relay with balloon baton, NO RUNNING...winning team gets dinosaur pen each which they put with their invite and wooden puzzle. Losing 2 teams battle it out and the winners get dinosaur pens to put with their invites and puzzles. The losing team then races the adults and win their pens.

3.35 - 3.45pm 'over/under' balloon race. The teams line up and pass the balloon first over head, then under the second child's legs and so on. The last child in the line then runs to the front and they start again. They continue like this until the first child is back at the beginning. Winning team members win prehistoric scene cardboard jigsaw for their loot stash and the losing teams race again and the winners get their jigsaw's. Losing team plays against the adults team and wins!

3.45 - 4.00pm each team 'group' then compete against each other - so, 3 races. The children place a balloon between their knees and waddle up the hall/play area/garden to the finish line and each child wins a dino glider.

4.00 - 4.15pm kids seated at the table where they each have a magnetic dinosaur scratch craft to keep them occupied while the sandwiches/sausage rolls/sausages/carrot sticks/cucumber sticks/cherry tomatoes are served. Once they have picked at these, bring out the fruit salad cups and then the mini flapjacks and chocolate cornflake squares.

4.15 - 4.30pm pin the tail - those who have taken their turn sit down and wait for the others to sit for pass the parcel.

4.30 - 4.40pm pass the parcel - 2 circles with identical parcels

4.40 - 4.55pm musical chairs

4.55 - pick up bash the pinatas, grab some sweets, take party 'egg' bag, dino cup cake and loot and say 'goodbye!'



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