

Keir Royale's Birthday Party Checklist

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How to Get Your Guests to Arrive on Time!

Follow these simple steps to encourage guests to be prompt so everyone can enjoy the party!

1. **Start on the quarter hour.** For example, begin at 2:15 or 2:45 p.m. I learned this technique from a professional meeting planner years ago... It works!
2. **Add the word(s) "Sharp or On the Dot" after the start time.** This will help plant the time in your guest minds. Example "2:15 p.m. On the Dot."
3. **Request that your guests be on time.** This should go without saying, but you need to say it. Use the words, "Please be on time" in your invitation. Most people will respond when asked.
4. **Reminders should go out one week before the party.** You can mail a postcard or you can send out an email. Evite.com is great online source for managing invitations. Just state something like, "Don't forget, Billy's birthday party is Saturday at 2:15 p.m. Sharp. We look forward to seeing you there!"
5. **Add a "Fudge Factor".** Unfortunately, no matter what you do, chances are there will be some stragglers. As a parent, you understand that things happen! Therefore, **it's best to begin any activities or entertainment 30 minutes after your start time.** Plus, it gives kids a chance to let off some steam.