

Fairytale Party Planning Guide

10 STEPS TO PLAN THE BEST KID'S BIRTHDAY PARTY!



At Fairytale Princess Parties, parties are our specialty! But sometimes planning a party can be time consuming, and with so many options, it's can be a challenge to pick what is right for you. That's why we've put together the **Fairytale Party Planning Guide** with 10 easy steps for you to plan the best party for your kids!

We have also included Ottawa-specific recommended party suppliers for food, decorations, and venues where you can host your party.



Who we are...magic and more!



Since 2015, Fairytale Princess Parties has been providing Ottawa with the best character entertainment for birthday parties and special events: it's our business to make dreams come true! We bring princesses, superheroes, mascots, mermaids, and more to life with our performers and tailor-made party schedules to make your little one's special day a blast. Planning a birthday party doesn't need to be stressful: with enough preparation, it can be fun!

Mary-Jean

Owner and CEO of Fairytale
Princess Parties

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THEME

Make sure to pick a theme your child loves and is also fun for their friends! Some popular themes are

- Princess
- Frozen
- Superhero
- Unicorn
- Paw Patrol
- Pokemon
- Ballerina
- Mermaid
- Unicorn
- PJ Party

[My Ultimate Sleepover](#)
has gorgeous sleepover
tents for a PJ party!



For more ideas, check out our [party categories](#) and theme your party on one of our characters!



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DATE

There are many factors that go into deciding the day of your party. Make sure to consider:

- **Best friend availability:** If your child's best friends can't make it, they might be very disappointed!
- **Venue availability:** If you are having your party at a venue, make sure to check in with them before securing a date.
- **Character availability:** Contact us to ensure your preferred character(s) are available!
- **Holidays:** You might want to avoid hosting your party on holidays such as Easter or near Christmas time, since many families may be travelling or busy with family.

Check out our [printable party guest list](#) to help your planning!



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VENUE

If you have your party at home, make sure that there is enough room for the activities planned. You'll need to think about the number of guests (children and adults), what activities you are planning, and what kind of decorations you will have.

If you have a venue booked elsewhere, ensure you have all the details regarding the date, time, and rules regarding decorations, balloons, and serving food. Some venues in Ottawa can be seen below. If you are having your party outside, make sure to have an indoor backup in case of bad weather!



[Collaburo](#)

[Champlain Park Fieldhouse](#)

[City of Ottawa Community Buildings](#)

[Ottawa Public Library Rooms](#)

[Mini Space Kids Club](#): indoor playground with party rooms

[Salon Nick 101](#): spa and makeover parties

[Flying Squirrel](#): a fun trampoline park

[Art Haven](#): an art studio with party rooms

[Starr Gymnastics](#): gymnastics studio with party rooms

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DECORATIONS

a) **DIY option:** Party stores have lots of great decorations! Make sure you keep the layout of your house in mind when purchasing decorations. For instance, make sure to ask yourself: where will these streamers go, where will this sign go, will I have enough room for this poster? etc. Here are some ideas for DIY decorations:

- [Frozen Parties](#)
- [Princess Parties](#)
- [Superhero Parties](#)
- [Paw Patrol Parties](#)
- [Mermaid Parties](#)
- [Kpop Demon Hunter Parties](#)



There are various party stores around the city as well as dollar stores that have great decor: try Party City, Party Mart, Dollarama, and Dollar Tree!

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PARTY ENTERTAINMENT

This is where we love to make magic! Booking a character is a wonderful way to bring that extra spark to a party! Plus, it removes the stress of running any activities during the time our character is there.

If you have other activities planned, make sure to plan them around our character visit. For instance, if you are having your party at an indoor play ground, the best time for the character to arrive is after the children have had time on the structure and have gone to the party room. Or if you have other activities you're doing at home, for instance, crafts or a scavenger hunt, our character can arrive shortly after your party's start time to ensure you have enough time for the other activities when they leave.

[Princess party game ideas](#)

[Superhero party game ideas](#)

Check out our [printable party schedule](#) to help your planning!



b) **Hiring a decorator:** there are many local business specializing in party decor and balloons! Here are some to consider:

[CY Balloons](#)

[Balloons R US](#)

[The Balloons Lady](#)

[The Balloon Bar](#)

[Bring Magic Home](#)

[Kids Haven Arrangements](#)

Make sure to contact them well in advance of your party to ensure they have availability!



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INVITATIONS

Whether you invite a small group of children or your child's entire class will depend on the space available and your child's comfort level. For shy children, we recommend going with a smaller party that isn't too overwhelming!

We love getting creative with birthday party invitations! You can make your own invitations according to your party theme, or you can order some from us. We recommend sending out invites two to three weeks before the party. You can order invitations from us [here](#). A good place for making your own invitations is on Canva: check out these fun templates to get started!

[Princess templates](#)

[Superhero templates](#)



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FOOD

If you are serving a meal for your party, we recommend making your party food according to the theme. Some fun ideas can be seen on these websites:

[Frozen Parties](#)

[Princess Parties](#)

[Superhero Parties](#)

[Paw Patrol Parties](#)

[Mermaid Parties](#)

If your party is over the lunch hour (late morning/early afternoon) then you'll want to have lunch available.

We recommend serving cake just before the characters leave so they can sing happy birthday with everyone and make a seamless exit while the children are focused on their cake.

Check out our [printable menu planner](#) to get started!



And now for the big decision: cake or cupcakes? Cakes can be more impressive visually, whereas cupcakes are less messy and are more portable to send home with guests. Whatever you choose, make sure to put your order in at the cake shop at least 2 weeks in advance.



[Strawberry Blonde Bakery](#)
makes beautiful themed
birthday cakes!

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ADD-ONS

Party favours are a fun addition to the party! You can make your own (the dollar store is your friend!) or we can make them for you according to your chosen theme. Add on loot bags to your party [here](#) to eliminate the hassle!

We recommend checking to see if any of the children have allergies before including food items in the loot bags.



Another fun add-on is paint kits from [Favor Expression!](#)

Each paint kit is \$7 and includes a plaster figurine, 3 paint pots, a paint brush, and a custom card. Check out some of the examples below!

You can contact them [here](#) to purchase paint kits.



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PARTY DAY

Your party has arrived! Make sure your camera or phone is charged up and you have space for photos and videos: you'll want to capture these special memories of your children! Start set-up early: things always come up so it's best to be prepared ahead of time. If you're decorating yourself, we would recommend tidying up your house the day before and then leaving last minute clean-up and decorating to the day of the party.



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CLEAN UP

Now that the party is over, it's time to clean up! In addition to cleaning, we always love to take time to cherish the memories of the party with your children and talk about what they liked best and what they are thankful for.



Looking for party recommendations customized for you? Fill out the form [here](#) to get started!