

Dinosaur Party

CHECKLIST

Two Months Before

- ☐ Confirm your ideal date works for close family
- ☐ Book the venue early if not hosting at home
- ☐ Make your ECHOage invitation

One Month Before

- ☐ Send your ECHOage invitation
- ☐ Track RSVPs as they come in
- ☐ Finalise a snack-friendly food plan
- ☐ Book entertainment and organise activities

Two Weeks Before

- ☐ Confirm guest numbers and dietary needs
- ☐ Gather props and buy/print if needed
- ☐ Buy or make loot bags
- ☐ Order or bake the cake beforehand to try

A Few Days Before

- ☐ Call or email vendors and entertainers to confirm
- ☐ Send a reminder to guests with time and address
- ☐ Prepare a party-day kit with essentials
- ☐ Organise supplies for activities

Afterwards

- ☐ Send thank-you notes through ECHOage
- ☐ Make a quick list of what to reuse or improve
- ☐ Recycle decorations where possible

