

THOMAS PARTY PREPARATION LIST

8 Weeks Prior:

- Pick your date and time. Be sure all traveling- or nearby- relatives save-the-date!
- Write out your guest list; keep a column for RSVP and one for gift information, so the thank you process goes smoothly!
- Purchase or make **invitations** and matching **thank you cards**; Send or pass out the invites!

2-4 Weeks Prior:

- Purchase plates, napkins, cups, utensils, decorations and candles.
- Plan your activities and assign adult volunteers to help at each stop.
- Check out **Thomas' Ticket to Ride**, **Engine Escapade Parade** or the **Thomas Train Frame**!
- Purchase all your craft supplies for planned activities.
- Plan your food and drink menu and make a shopping list. Remember to be allergy-aware!

1 Week Prior:

- Make your **goody bags**!
- Shop for your non-perishable foods, including hand wipes which are a simpler solution than sending a group of kids to the sink before cake time!

Day Before / Day-Of:

- Set tables and Activity Stations with all required supplies.
- Make sure menu is prepared and food orders are placed if you are having the party during mealtime.
- Pick up or inflate **Thomas balloons**.
- Pick-up or make **cake** (*Tip: Put a book of matches near the cake knife/server*).

Post Party:

- When your engineer is ready to open gifts, be sure to keep track of who gave what; it will make the thank you process go smoother!
- When sending thank you notes, if your child cannot write his own name, be sure to have him draw a picture or do a scribble – it personalizes the card and instills in your child them importance of gracious gift receiving!