



Party Planning Checklists

Birthday Party Planning Checklist

PARTY RENTALS ARE US

Long Island Birthday Party Planning Checklist

Nassau & Suffolk County • (516) 448-0323 • PartyRentalsAreUs.com

4-6 WEEKS BEFORE PARTY

- ☐ Set party date, time, and location
- ☐ Create guest list (count kids for bounce house capacity planning)
- ☐ Choose party theme
- ☐ Send invitations (include rain date if outdoor)
- ☐ Book bounce house rental with Party Rentals Are Us
- ☐ Reserve additional rentals: tables, chairs, tents if needed
- ☐ Secure \$15 deposit (lowest on Long Island!)

2-3 WEEKS BEFORE PARTY

- ☐ Confirm guest count and dietary restrictions
- ☐ Plan party menu and order/shop for food
- ☐ Measure setup area (minimum 18' x 18' for most bounce houses)
- ☐ Locate electrical outlet (within 100 feet of setup area)
- ☐ Check for overhead obstacles (trees, power lines)
- ☐ Plan decorations and party supplies shopping
- ☐ Arrange for adult supervision (1 adult per bounce house minimum)

1 WEEK BEFORE PARTY

- ☐ Confirm final guest count with Party Rentals Are Us
- ☐ Check weather forecast

- ☐ Prepare setup area (clear debris, mow grass if needed)
- ☐ Shop for decorations, plates, cups, and utensils
- ☐ Plan party timeline and activities
- ☐ Confirm adult helpers for supervision
- ☐ Review bounce house safety rules with family

DAY BEFORE PARTY

- ☐ Set up decorations (non-rental items)
- ☐ Prepare food that can be made ahead
- ☐ Clear pathway for delivery truck access
- ☐ Charge camera/phone for photos
- ☐ Review Party Rentals Are Us delivery time window
- ☐ Check weather forecast (remember our 24-hour weather guarantee!)

DAY OF PARTY

- ☐ Clear the setup area of any overnight debris
- ☐ Keep pets secured during delivery/setup
- ☐ Be available for the delivery team's arrival (30-60 minutes before the party)
- ☐ Receive safety briefing from setup crew
- ☐ Test bounce house with adult supervision
- ☐ Set up food and drink stations
- ☐ Designate adult supervisors for the bounce house
- ☐ RELAX AND ENJOY THE PARTY!

AFTER THE PARTY

- ☐ Ensure all children exit the bounce house before pickup
- ☐ Clear any personal items from the rental equipment
- ☐ Our crew handles all takedown and removal
- ☐ Leave a review about your experience!

Questions? Call (516) 448-0323 •

Available 24/7 at PartyRentalsAreUs.com

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