



JUNIOR DETECTIVE
ACADEMY

FREE PARTY PREP KIT

The Ultimate Christmas Party Prep Checklist

A FREE printable planning kit from LYDOS Creative





JUNIOR DETECTIVE ACADEMY

GETTING READY

2-Week Countdown Checklist

Check off each box as you go -- by the day of the party, everything on this page is already done.

2 WEEKS BEFORE

- ☐ Pick a date, time and headcount
- ☐ Send invitations (see page 3!)
- ☐ Book or borrow any costumes, decorations or a Santa hat or two

1 WEEK BEFORE

- ☐ Buy snacks, drinks and party favors
- ☐ Confirm RSVPs with a friendly reminder
- ☐ Print this checklist and the invitations

2 DAYS BEFORE

- ☐ Wrap or bag the party favors
- ☐ Charge the camera or phone
- ☐ Clean and decorate the party space

DAY OF THE PARTY

- ☐ Set out snacks and drinks
- ☐ Put on some holiday music
- ☐ Take a breath, and greet guests with a smile



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SEND THE WORD

Fill-In Invitation

Print, cut along the dashed line, fill in the blanks, and hand-deliver or photograph to send.

You're Invited!

Who: _____
What: _____
When: _____
Where: _____
RSVP by: _____

You're Invited!

Who: _____
What: _____
When: _____
Where: _____
RSVP by: _____



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BEFORE YOU SHOP

Shopping & Supply Checklist

One trip, everything you need.

SNACKS & TREATS

- ☐ Cookies or cupcakes
- ☐ A festive drink
- ☐ One healthy option
- ☐ Candy canes

DECORATIONS

- ☐ Balloons or streamers
- ☐ A table runner or tablecloth
- ☐ String lights
- ☐ A banner or sign

GAMES & PRIZES

- ☐ Small wrapped prizes
- ☐ Party favor bags
- ☐ A playlist ready to go
- ☐ A timer or stopwatch

PAPER GOODS

- ☐ Plates & napkins
- ☐ Cups
- ☐ Party hats
- ☐ Thank-you tags (page 6!)



PARTY DAY

Run-of-Show Schedule

Write your own times in the left column -- the order already works.

Time	What's happening
	Arrival & name tags
	Opening game or icebreaker
	Craft or activity
	Snack time
	Main event / games
	Cake & presents
	Thank-you & goodbye



BONUS

Thank-You Tags

Cut out, hole-punch and tie onto each party favor bag.



Thank You!

for celebrating with us



Thank You!

for celebrating with us



Thank You!

for celebrating with us



Thank You!

for celebrating with us



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ONE MORE THING

Want to turn this into an unforgettable mystery?

The Christmas Mystery Party Kit turns this same party into a full detective adventure: six costumed suspects, six clue stations, and a kind ending everyone remembers. Just add this checklist.



Christmas Mystery Party Kit

6 suspects · 6 clue stations · a kind ending · ages 7–9

Get the kit on Etsy →