



# How to Get Your Guest to Arrive on Time!

Follow these simple steps to encourage guests to be prompt so everyone can enjoy the party! Brought to you by David Farr and [www.MagicKidsParty.com](http://www.MagicKidsParty.com)

1. **Start on the quarter hour.** For example, begin at 2:15 or 2:45 p.m. I learned this technique from a professional meeting planner years ago...It works!
2. **Add the word(s) “Sharp or On the Dot” after the start time.** This will help plant the time in your guest minds. Example- 2:15 p.m. **On the Dot.**
3. **Request that your guest be on time.** This should go without saying, but you need to say it. Use the words, “Please be on time” in your invitation. Most people will respond when asked.
4. **Reminders should go out one week before the party.** You can mail a postcard or you can send out an email. Evite.com is great online source for managing invitations. Just state something like, “Don’t forget, Billy’s birthday party is Saturday at **2:15 p.m. Sharp.** We look forward to seeing you there!”
5. **Add a “Fudge Factor”.** Unfortunately, no matter what you do, chances are there will be some stragglers. As a parent, you understand that *things happen!* Therefore, it’s best to begin any activities or entertainment 30 minutes after your start time. Plus, it gives kids a chance to let off some steam.

For more creative information on your next birthday party go to: [www.MagicKidsParty.com](http://www.MagicKidsParty.com)