

Mermaid Lagoon Party

Free Digital Starter Kit

A Companion to:

Creative Cottage Party Book Series
Plan, Create & Celebrate with Ease

Welcome to Your Party Planning Starter Kit

This Free Digital Starter Kit is designed to help you plan a joyful, creative celebration with less stress and more confidence.

Inside these pages, you'll find simple planning tools to help you organize the details of your party — from choosing a date and making a guest list to gathering supplies and mapping out the flow of the day.

You don't need to use every page at once. Start where it feels easiest, and come back to the others as your plans come together.

How to Use This Kit

A suggested starting order:

1 - Party Details

Begin by filling out the basics — who you're celebrating, when, where, and your general vision.

2 - Planning Checklist & Timeline

Use this to guide your planning and make sure nothing important gets forgotten.

3 - Party Supply & Shopping Checklist

Treat this as your master shopping list when gathering decorations, supplies, food items, and party extras.

4 - Guest List

Keep track of invitations, RSVPs, and helpful notes.

5 - Party Day Schedule

Use this page to plan the flow of the day so you can relax and enjoy the celebration.

6 - Notes

Jot down ideas, reminders, or anything you want to remember for next time.

Looking for More?

This starter kit works alongside the Creative Cottage Party Book series.

Additional free downloads, themed printables, and optional paid resources are available on the Mermaid Lagoon Party page on our website.

Printing & Staying Organized

This kit is designed to work beautifully whether you use it digitally or print it out.

Many hosts like to print these pages and keep them together in a small binder, folder, or clipboard so everything stays in one place while planning. You may find it helpful to slide the pages into clear sheet protectors so you can reuse them with dry-erase markers or make notes as plans change.

If you'd like extra space to brainstorm, feel free to print additional copies of the Notes page. It's perfect for jotting down ideas, reminders, shopping thoughts, or last-minute inspiration as they come to you.

There's no right or wrong way to use this kit — organize it in whatever way helps you feel calm and prepared.

Visit:

[creativecottagecrafts.com](https://www.creativecottagecrafts.com)

and look for the Mermaid Lagoon Party page to explore what's available.

We hope this kit helps you create a celebration filled with creativity, warmth, and meaningful memories.

Happy planning,
Creative Cottage Crafts
Inspiring handmade joy, one celebration at a time

Birthday Party Details

PARTY FOR	DATE & TIME	PARTY THEME

NUMBER GUESTS	INVITATIONS	VENUE

PARTY PLANNING NOTES

Party Supply & Shopping Checklist

Invitations & Paper Items

- Invitations
- Envelopes & stamps
- Guest list / RSVP list
- Thank-you cards
- Pens / markers

Clean-Up & Prep

- Trash bags
- Recycling bags
- Paper towels
- Wet wipes
- Dish soap / sponges
- Containers for leftovers
- Storage bins or bags

Favors & Gift Area

- Favor bags or boxes
- Favor items
- Favor tags or labels
- Tissue paper
- Ribbon or stickers
- Gift table sign
- Card box or basket

Activities, Games & Crafts

- Craft supplies (paper, glue, scissors, paint, markers, etc.)
- Game materials
- Instruction cards
- Table covers or craft mats
- Aprons or wipes
- Prizes or game rewards

Party Extras

- Camera or phone
- Phone charger / power bank
- Music playlist
- Speaker
- Extension cords (if needed)
- Outdoor blankets or seating

Final Check

- Party schedule printed or saved
- Emergency kit (tape, scissors, safety pins)
- Extra napkins & plates
- Any theme-specific or special items
- Relax and enjoy!

Party Supply & Shopping Checklist

Paper Goods & Tableware

- Plates
- Bowls
- Cups
- Napkins
- Forks
- Spoons
- Knives
- Serving trays / platters
- Cake or dessert plates
- Cake server / knife
- Drink pitchers or dispensers
- Straws
- Tablecloths
- Table runners or placemats

Decorations

- Balloons
- Balloon pump or helium tank
- Banner
- Birthday candles
- Centerpieces
- Streamers
- Confetti or table scatter
- Wall or door decorations
- Signs (welcome sign, food labels, activity signs)
- Decorative tape or hooks
- String or ribbon
- Outdoor decorations

Food & Drinks (Non-Perishable)

- Snacks
- Candy
- Cake decorations or toppers
- Drink mixes
- Juice boxes or bottled drinks
- Ice (or reminder to buy day-of)
- Food labels or tent cards

Food & Drinks (Perishable – Buy Closer to Party)

- Fresh fruit
- Vegetables
- Dips
- Cheese
- Cake / cupcakes
- Milk or cream
- Ice cream or frozen treats

Party Planning Timeline

6-8 Weeks Before

Notes

- Set Date and Time
- Set Party Budget
- Choose Party Aesthetic
- Make Guest List
- Order/Make Invitations
- Hire out any additional services (catering, bartender, entertainment, etc.)
- Book Venue or Party Rentals, if needed
- Plan party games
- Brainstorm party & table décor ideas,

3-4 Weeks Before

Notes

- Send or email invitations
- Order food from caterer, cake, cupcakes and/or desserts
- Purchase any needed table decorations
- Create shopping list of food, party items, craft materials
- Plan and purchase items for party games
- Purchase decorations and favor materials.
- Buy non-perishable food items

1 Week Before

Notes

- Make any food/treats that can be frozen
- Review recipes and make sure you have all ingredients needed
- Make music playlist
- Double check shopping list
- Final headcount

Party Planning Timeline

4 Days Before

Notes

Shop for groceries
Confirm any reservations
Start decorating
Finish any DIY decor projects

1-2 Days Before

Notes

Prep food that can be made ahead
Clean house and clean bathrooms
Set out serving dishes and party supplies
Set up / organize games & crafts
Assemble party favors / goodie bags
Refrigerate drinks
Charge camera
Make cake, cupcakes and/or desserts
Clean out refrigerator
Prep any make ahead food
Pick up any rented items
Decorate house
Set up tables, food table and gift table

Day of Party

Notes

Prep and cook any remaining food
Buy ice
Blow up balloons
Finish setting up and decorating
Pick up any ordered food items
Enjoy the party with your guests!
Take lots of pictures!

After the Party

Notes

Return any borrowed or rented items.
Write thank you notes

Notes





You're invited!

Join us for a Mermaid Lagoon celebration filled with magic, imagination, and under-the-sea fun.

Date: _____

Time: _____

Location:

Dress Code: _____

RSVP: _____



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You're invited!

Come make a splash at a Mermaid Lagoon Party full of fun, friends, and ocean adventures!

Date: _____

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Welcome to our



Mermaid Lagoon Party



Mermaid Lagoon Celebration Certificate

This certifies that

has joyfully taken part in the
Mermaid Lagoon Party
and is officially recognized as a

Keeper of the Lagoon

For their imagination, creativity, and magical spirit shared throughout this special day.

Date: _____

Presented by: _____

May your days be filled with ocean wonder, imagination, and a little bit of magic.



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Maze Activity

Help the mermaid find the shell



Draw a Mermaid



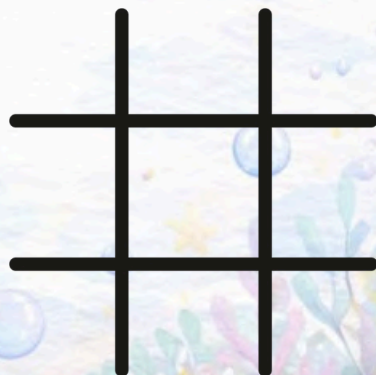
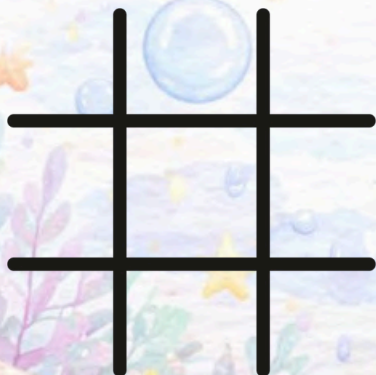
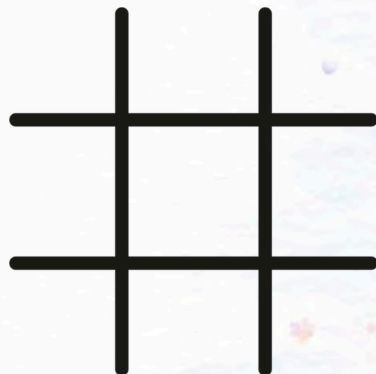
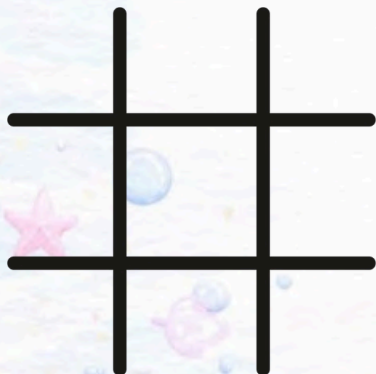
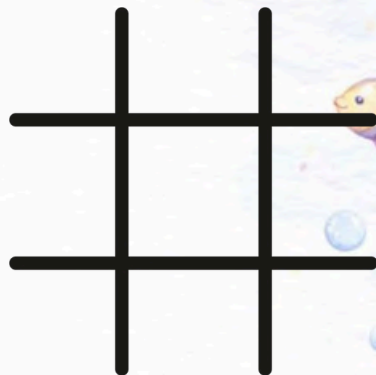
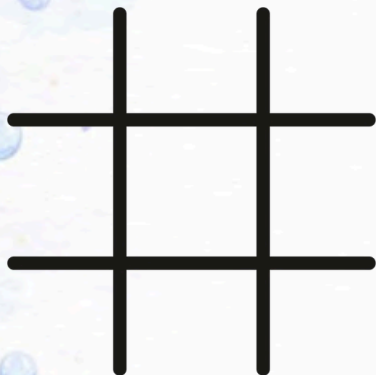
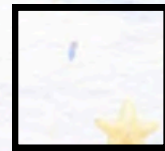
Tic Tac Toe

Take turns placing a mark in an empty square.
The first player to get three in a row — across, down, or diagonally — wins!
Use a pencil, crayon, sticker, or stamp to mark your squares.

Player 1



Player 2



Hidden Objects



Find the hidden objects below in the picture above.















Mermaid Lagoon Party Memories

Today we had a magical day filled with shimmering water, ocean treasures, and mermaid fun!

My Name: _____

Date of the Party: _____

My favorite part of the party was:

My favorite activity or game:

- Dancing
- Crafts
- Games
- Snacks
- Playing with friends
- Other: _____

Something awesome I want to remember:

Drawing Area

Draw a picture of your Mermaid Lagoon Party



Mermaid Lagoon Party - Photo Memories

My Name: _____

Date: _____

Write or draw one thing you remember about these photos:



Who is in these pictures?





