Birthday Party Checklist for a 4-Year-Old Girl

Four is the age of dressing up, big questions and very little sitting still. A four-year-old's party should be short, simple and full of things to do. This guide is for the parent in the middle of the planning, wondering where to begin.

👧 Age 4 | 📍 Woking | ⏱️ 90 minutes or 2 hours | ✅ Tick-off checklist

Updated October 2026. Prices and details were read from each business's own website on 24 October 2026, except Woking Leisure Centre, read on 9-11 October 2026. Always confirm before you book.

PICTURE THIS

A Saturday afternoon in Woking. A hall that smells of squash and paper plates, five four-year-olds in a mixture of tutus and dinosaur T-shirts, and a birthday girl who is quite sure the day was arranged entirely for her. It was. Near the door a parent holds a tray of sandwiches and a list that is already three items behind. None of the children will remember the napkins. Every one of them will remember whether someone held their hand in musical bumps.

START HERE

What's different about a 4-year-old's party

At four, a party is a stage, and the birthday girl is the star of the show.

Four is a lovely age for a party: children can play together and love a theme, but they still need short activities, simple food and a grown-up close by. Plan around that and the day usually runs smoothly.

- **Keep it short, even if it feels too short.** HealthyChildren.org, from the American Academy of Pediatrics, suggests keeping parties for toddlers under 90 minutes, with about 10 to 15 minutes per game or activity. Local venues are similar: Mazzy Bees runs 90-minute party slots.
- **Keep the group small.** The same source's rule of thumb is the child's age plus one, so about five guests for a four-year-old. Many venues set higher minimums (Chobham Adventure Farm's packages start at 10

children), so choose the venue first, then set the guest list.

- **Parents usually stay.** Most four-year-olds still want a familiar adult close by, so plan food and space for the grown-ups.
- **Lots of activities open up at four.** Chobham's weekend packages, Woking Leisure Centre's Inflatazone party and My Little Princess Parties' 90-minute and 2-hour packages are all listed for ages 4+.
- **Plan around meal times.** A tired or hungry four-year-old is the biggest party risk. Late morning or early afternoon often works best.
- **Expect some wobbles.** A shy or overwhelmed guest may want a cuddle or a quiet corner, and that's completely normal.
- **Toilet trips are frequent.** Know where the toilets are and bring spare clothes.

THE PLAN

Countdown checklist

Good parties are made quietly, weeks before, by people who write things down.

Start about eight weeks before the party. Weekend slots and popular entertainers go first, and booking calmly beats scrambling. Work through these in order and tick them off as you go. Your ticks are saved on this device.

8 weeks before

- [ ] Set a budget covering the venue or entertainer, food, cake, party bags and decorations. Write the total down before you start looking.
- [ ] Ask her to choose a theme, offering two options (ideas below).
- [ ] Draft the guest list, then check it against venue minimums and maximums.
- [ ] Choose the type: a venue, an entertainer at home or in a hall, or a party at home.
- [ ] Pick two or three possible dates. Weekends book up first.

6-8 weeks before

- [ ] Shortlist 2-3 options and ask each the questions below.
- [ ] Book any entertainer early. My Little Princess Parties, for example, advises booking at least two months ahead.
- [ ] Pay any deposit and save the confirmation email.
- [ ] Send the **Save the Date** (text in the invitation section below).
- [ ] Check the age limit on every activity.

4-6 weeks before

- [ ] Send the invitations, including the **dietary question**.
- [ ] Set an RSVP date about two weeks before the party.

- [ ] Order or plan the cake. Our directory lists local cake makers under Cakes & bakers.
- [ ] Book any extras: a face painter, balloon artist or bouncy castle.
- [ ] Plan the schedule (samples below).

2-3 weeks before

- [ ] Chase RSVPs with a friendly text. Most parents are relieved to be asked.
- [ ] Collect allergies and dietary needs, and pass them on to the venue, caterer or entertainer.
- [ ] Confirm numbers and the food order.
- [ ] Plan party bags, or skip them if the venue includes them.
- [ ] Buy decorations, candles and a lighter.
- [ ] Line up helpers: one for food, one for photos and one for toilet trips. You can't do all three yourself.

Party week

- [ ] Confirm the time, address and arrival time with the venue or entertainer.
- [ ] Check the weather and have a wet-weather plan.
- [ ] Pack the party kit.
- [ ] Tell her what to expect and who is coming, so she feels excited rather than overwhelmed.
- [ ] Print the guest list with parent phone numbers and allergies.
- [ ] Charge your phone and power bank.

Questions to ask every venue or entertainer

These are the questions that tend to matter once you're in the room with a group of excited children.

- [ ] Is it suitable for 4-year-olds? Are there age limits on any activity?
- [ ] What are the minimum and maximum numbers of children?
- [ ] Is the space exclusive to you, or shared with other parties or the public?
- [ ] How long are the play time and the food time?
- [ ] What's included: food, drinks, party bags, a host, invitations?
- [ ] Do adults pay, and how many can stay?
- [ ] Can you bring your own cake or food, and where can you light the candles?
- [ ] How do they handle allergies and dietary needs?
- [ ] What are the deposit and cancellation terms?
- [ ] Is there parking, and is it free?

IDEAS

Themes and party ideas she might love

The best theme is the one she's still talking about at bedtime.

Popular choices at four include unicorns, princesses, mermaids, fairies, superheroes and dinosaurs. Offer two options ("mermaids or unicorns?"). A simple theme (a colour scheme, one activity and a matching cake) costs less than theming everything, and it's easier on you.

Shop by theme: Unicorn · Princess · Mermaid · Fairy · Superhero · Dinosaur. Our shop pages link to Amazon UK, and we may earn a small commission if you buy.

Party ideas near Woking

Each name links to its Playtrail listing, with contact details and a map.

- **Soft play and farms.** Mazzy Bees and Chobham Adventure Farm (prices below), Munchkins Play Cafe in Byfleet and Oasis Play Woking.
- **Princess and character parties** at home or in a hall: My Little Princess Parties (prices below) and Magic Star Parties in Frimley, which runs character, superhero and UV glow parties.
- **Ponies.** My Little Unicorn at Ash Green runs rescue-pony meet and greets, and Holly Bush Stables in West Byfleet runs pony parties with grooming and lead-rein rides.
- **Role play and dance.** Little Street in West Byfleet, Imagination Children's Role Play in Camberley, and dance parties from Boogie Pumps Woking.
- **Extras.** Face painters such as Funky Faces, Sparkleface and Suz Sunshine, and bouncy castle hire for garden parties from Kingdom of Castles or Elmbridge Inflatables.

THEME PLAYBOOK

4 themes with games, food and a cake for a four-year-old girl

Pick one and you have the games, the menu and the cake sorted. Each idea has three games you can run without a host, plus local people who can run it for you where we have found them.

Pony Party

Ponies are a big favourite at four. If you can't book a visit, a hobby-horse race and pony sticker hunt work well at home or in a hall.

- Hobby-horse race: a short course with cones, using hobby horses or a broom with a sock head.
- Pin the tail on the pony: a classic, using soft stickers instead of pins.
- Pony grooming: soft brushes and a toy pony each, with a grown-up plaiting the mane.

Food and cake: Carrot sticks, apple slices and horseshoe-shaped biscuits. For cake, a chocolate sponge with a pony topper.

Party bag: A rosette or a pony sticker.

Tip: Check minimum ages with any stable, as some start riding at five or six.

Local help: Holly Bush Stables, My Little Unicorn.

Browse pony party supplies in the shop

Arty Party

Four-year-olds love getting messy as long as someone else is tidying. A table covered with paper, aprons and non-toxic paints makes a calm half-hour.

- Handprint gallery: each child makes a handprint picture to take home.
- Collage table: glue, paper scraps and large sequins for sticking.
- Paint a plate: washable pens on a plastic plate, to keep.

Food and cake: Sandwiches, fruit and 'paint palette' cupcakes with dots of coloured icing. For cake, a palette-shaped sponge.

Party bag: The artwork they made, plus a sticker.

Tip: Cover the floor with a cheap plastic tablecloth and work in the kitchen or a hall with a wipeable floor.

Browse arty party supplies in the shop

Animal Adventure

A farm or animal theme is a safe choice if you aren't sure what she'll love by party time. If you want the real thing, a mobile farm can bring the animals to you.

- Animal charades: act out an animal and the others guess.
- Zoo parade: each child chooses an animal and walks round the room making its noise.
- Feed the animals: toss beanbags into a farm-animal target.

Food and cake: Animal-shaped sandwiches, carrot sticks and fruit. For cake, a sponge with a toy animal on top.

Party bag: A small toy animal or a sticker sheet.

Tip: If animals visit, have hand-wash facilities ready and ask the handler about their hygiene arrangements.

Local help: Farms2ewe (confirm they travel to Surrey).

Browse animal adventure supplies in the shop

Disco Party

A disco party works best with a host who runs the games, but you can do it yourself with a good playlist and a space to dance.

- Freeze dance: dance until the music stops.
- Musical statues: stand like a statue when the music stops, and the stillest wins a sticker.
- Limbo: low enough to be fun and high enough to be safe, with a grown-up holding the pole.

Food and cake: Cheese straws, sandwiches and fruit. For cake, a pink sponge with a disco-ball topper.

Party bag: A glow bracelet or a sticker sheet.

Tip: Book the host for 90 minutes and leave room for food and cake in the middle.

Local help: LuckyDipDisco.com, Playhouse Parties.

Browse disco party supplies in the shop

> Planning for a boy instead? See the 4-year-old boys' party checklist, which has different themes.

THE AFTERNOON

Schedules, games and party bags

Short games, clear rules and a prize for everyone.

The best way to calm party nerves is to have a plan for the time. Venues and entertainers will set their own timings, so fit the rest around them.

A 90-minute party

Two or three short activities and a sit-down tea fill 90 minutes nicely. Venues and entertainers will set their own timings, so fit the rest around them.

TIME	WHAT HAPPENS
0:00	Guests arrive. A craft table keeps early arrivals busy (crown, wand or tiara decorating)
0:10	Welcome and a quick, lively game (musical statues or freeze dance)
0:20	Main activity: entertainer, soft play, a coach or a treasure hunt (about 30 minutes, broken into short games)
0:55	Wash hands and sit down for food
1:15	Birthday cake and singing
1:25	Party bags, goodbyes and hand-over to parents

A 2-hour party

Two hours suits a home or hall party where arrivals and goodbyes take up part of the time. Build in one calm break, and make the second hour gentler than the first.

TIME	WHAT HAPPENS
0:00	Guests arrive, craft table or dress-up corner (arrivals are staggered, so keep this relaxed)
0:15	Welcome and a circle game, such as a name game or pass the parcel
0:25	Active block: entertainer, disco or two games of about 15 minutes each
0:55	Calm break: story or colouring, a drink of water and toilet trips
1:05	Second activity: treasure hunt, parachute games or a dance-off where everyone gets a turn
1:30	Wash hands and sit down for food
1:45	Birthday cake and singing
1:52	Party bags and goodbyes

- [ ] Have at least two helpers, so one adult can take a child to the toilet without stopping the party.
- [ ] Keep a spare activity (bubbles, colouring sheets) in case a game flops.
- [ ] Set up a quiet corner before the party starts.
- [ ] Check how long your venue slot is before you plan the rest.

Easy games for 4-year-olds

At four, most children understand winning and losing, but not all of them enjoy it yet. Games where everyone gets something keep the afternoon happy.

- [ ] Musical statues or musical bumps, with nobody “out” (or anyone who's out becomes a judge).
- [ ] Pass the parcel with a small prize in every layer.
- [ ] Sleeping lions (or sleeping unicorns), a calm game to play between busy ones.
- [ ] A treasure hunt with picture clues.
- [ ] Pin the horn on the unicorn, with eyes closed rather than a tight blindfold.
- [ ] Freeze dance, or a dance-off where everyone gets a turn in the middle.
- [ ] Parachute games, if your entertainer brings a parachute.
- [ ] A craft table: crowns, wands, or threading chunky beads. Keep small beads and parts away from younger siblings.

Party bags

Keep them small: bubbles, stickers, a hair bobble, a mini notebook and crayons, or a slice of cake in a napkin. Some venues include them (Chobham Adventure Farm does). There are more ideas in the party shop.

LOOK AFTER THEM

Food, drink and safety

At a party, love mostly looks like paying attention.

Food and drink

- [ ] Keep it simple: sandwiches, mini pizzas, wraps, fruit, vegetable sticks, crisps or breadsticks.
- [ ] Label food clearly and plan for the allergies and dietary needs on your RSVPs.
- [ ] Cut grapes, cherries, berries, strawberries and cherry tomatoes into quarters (NHS).
- [ ] Don't give whole nuts or popcorn to children under 5 (NHS), and keep raw jelly cubes away from little ones (NHS).
- [ ] Seat children to eat and keep an eye on them while they do. The NHS advises always supervising young children while they eat.
- [ ] Offer water or diluted squash, in cups with lids if you can.
- [ ] The NHS advises avoiding food and drink with added sugar or sweeteners for children aged 4 and under (NHS), so keep sweets small and let the cake be the treat.
- [ ] Have food and drink for the adults too. You'll be glad of a cup of tea.

Safety

- [ ] Be careful with balloons. St. Louis Children's Hospital advises that latex balloons aren't recommended for children under 8, and that broken pieces should be collected immediately and kept out of reach.
- [ ] Face paint and glitter: ask on the RSVP about eczema or sensitive skin, book a face painter who uses paints made for skin, and use cosmetic glitter, not craft glitter.
- [ ] Never leave children unsupervised around inflatables, water, animals or outdoor areas.
- [ ] Ask parents before you share photos of their children, and say on the invitation that you'll be taking some.
- [ ] Keep a list of parents' phone numbers, allergies and medications.
- [ ] Note where the first-aid kit and emergency exits are.

THE DAY ITSELF

Party kit, the day itself and afterwards

Pack the night before. The morning belongs to the birthday girl.

The day goes better when the bag is already by the door. Here's what's worth having with you.

Party kit to pack

- [ ] Cake, candles, lighter, knife, plates and napkins (if you're bringing your own).
- [ ] Decorations and tape.
- [ ] Party bags.
- [ ] Craft table supplies: crowns or wands to decorate, stickers and crayons.
- [ ] A hairbrush and hair bobbles, for the birthday girl and anyone whose plaits come loose.
- [ ] Spare clothes for the birthday girl (cake happens), plus a few spares for accidents.
- [ ] Grip socks if you're at a soft play venue.
- [ ] Wet wipes, tissues and a small first-aid kit.
- [ ] Printed guest list with parent phone numbers and allergies.
- [ ] Camera or phone, and a power bank.
- [ ] Bin bags for the tidy-up.
- [ ] Small prizes for pass the parcel.

On the day

Try to enjoy it. The children won't remember whether the napkins matched.

- [ ] Arrive 15-30 minutes early to set up, and ask what the venue allows.
- [ ] Meet the party host and confirm the timings.
- [ ] Tick every child off the guest list as they arrive.
- [ ] Keep a calm corner for any child who needs a break.
- [ ] Put one adult on photos, so you're in some of them too.
- [ ] Check food against allergies before serving.
- [ ] Hand each child to a parent with their party bag.

After the party

When the last guest has gone, the room will look as if a small storm passed through. That's how you'll know it went well.

- [ ] Pay any balance and check for unexpected charges.
- [ ] Open presents calmly at home, and keep a note of who gave what.
- [ ] Send a quick thank-you to parents and guests.
- [ ] Back up the photos.
- [ ] Write down what worked for next year.

📍 NEAR YOU

Four Woking-area options compared

A price is only the beginning of the sentence.

The headline price is only part of the story. What matters is what's included and what you'll still have to organise. As a rough guide for about 10 children: Mazzy Bees' Party Corner is £195-£225; Chobham Adventure Farm is £290-£390, depending on the package; and Woking Leisure Centre's exclusive Inflatazone party is £580.90 for up to 60 children. Details below were read on the dates at the top of this page. They change, so confirm before you book.

OPTION	AGE FIT	PRICE AND WHAT'S INCLUDED
Mazzy Bees Soft Play, Sheerwater	Soft play designed for ages 0-8	**Party Corner:** up to 10 children, £225 peak (weekends and half term) or £195 off-peak. A 90-minute slot during public play: 45 minutes play, 15 minutes food, 30 minutes disco and karaoke or play. Includes sandwiches, unlimited squash and crisps. **Exclusive hire:** £490 for up to 15 children, then £12.99 per extra child, up to 40. Party bags £3 per child; pizza and chips £4.50 per child.
Chobham Adventure Farm, Chobham	Bronze package from age 1 (term-time weekdays). Silver and Gold from age 4 (weekends)	Minimum 10 children. **£29 per child** (Bronze, term-time weekdays 3pm-5.30pm), £35 (Silver, weekends) or £39 (Gold, weekends, with a 30-minute Animal Barn meet and greet). Includes 1 hour 15 minutes of indoor and outdoor play, 45 minutes in a private party room, homemade pizza, carrot and cucumber sticks, an ice cream pot, squash, a party host, a party bag for each guest and one free adult per child invited. Bring your own cake and candles (sparklers aren't allowed).

OPTION	AGE FIT	PRICE AND WHAT'S INCLUDED
Woking Leisure Centre, Kingfield Road	Inflatazone party listed for ages 4+	**Inflatazone Exclusive:** £580.90 for up to 60 children, with catering extra and paid at least 10 days before. One hour of inflatables plus a 45-minute tea slot, paid in full on booking with no deposit.
My Little Princess Parties (comes to your home or hall)	90-minute and 2-hour parties listed for ages 4+	One entertainer for up to 25 children: **£214 for 90 minutes**, £234 for 2 hours or £189 for 1 hour. Includes a meet and greet, fairy dust, a birthday present, photo opportunities, games, balloon modelling and parachute games. Food and drinks aren't provided, and you'll need a venue. A deposit secures the booking, and the balance is paid in cash on the day.

What stands out from a parent's seat

- **Mazzy Bees:** The Party Corner runs during public play, so other families will be around. Food and squash are included. The page doesn't list deposit or cancellation terms, so ask.
- **Chobham Adventure Farm:** The most complete package: food, party bags and a host are included. The minimum is 10 children, and two parties can run at once on the party floor.
- **Woking Leisure Centre:** Built for big groups, so it makes most sense for a large party. You pay in full when you book, so check the cancellation terms first.
- **My Little Princess Parties:** The entertainer runs the games, but you supply the venue, food and drink, so add hall hire to the cost. Have the balance ready in cash.

Browse all Woking party venues

ASKED AT TEN AT NIGHT

Questions parents ask

How many children should I invite to a 4-year-old's party?

About five is the rule of thumb (age plus one), because big groups can overwhelm young children. Venue minimums often push the number higher (Chobham's packages start at 10 children), so choose the venue first, then set the guest list.

How long should the party last?

Around 90 minutes is a good target, with 10 to 15 minutes per activity. Mazzy Bees runs 90-minute parties, and Woking Leisure Centre's Inflatazone party is one hour plus a 45-minute tea. If you're hosting at home and want longer, use the 2-hour schedule.

Should parents stay?

Usually yes at this age. Say clearly on the invitation whether parents are welcome to stay or can drop off.

Do I need an entertainer?

Not necessarily. A venue with built-in activities, or a few simple games, is often enough. If you book one, choose a short, interactive session. My Little Princess Parties lists its 90-minute and 2-hour parties for ages 4+.

Do I need party bags?

They're optional. Some venues include them, Chobham Adventure Farm for example. Otherwise keep them small, or give a slice of cake.

Is it safe to give grapes and nuts at a party?

Cut grapes and cherry tomatoes into quarters, and don't give whole nuts or popcorn to children under 5, as the NHS advises. Always supervise children while they eat.

SAY IT KINDLY

Save the date, invitation and RSVP wording

An invitation is a small promise that you'll look after someone's child. Make it

easy to say yes.

1. Save the date (6-8 weeks before)

Save the date! [Child's name] is turning 4 and we're having a little birthday party.

Date: [day, date, month]
Time: [start - end]
Place: [venue or area]

Full invitation to follow. We hope you can come!
[Your name and number]

2. Invitation with the dietary question (4-6 weeks before)

You're invited! Come and celebrate [Child's name]'s 4th birthday with us.

Date: [day, date, month]
Time: [start - end]
Venue: [venue name and address]
Parking: [where to park]
Parents: [please stay with your child / drop-off is fine]

Food: please tell us about any allergies, dietary requirements or special needs, so we can look after every guest. Just reply with the details below.

RSVP by [date] to [your name, number or email].

We can't wait to see you!

3. RSVP reply for guests to copy and fill in

Child's name:
Parent / carer name and phone:
Coming? Yes / No
Adults staying:
Siblings coming:
Allergies (nuts, dairy, egg, gluten, sesame, other):
Dietary needs (vegetarian, vegan, halal, kosher, other):
Details, such as how severe and what to avoid:
Anything else we should know (shy, needs a quiet space, toilet help):

4. Reminder for anyone who hasn't replied (about 3 weeks before)

Hi [name], just checking whether [guest's name] can make [birthday girl's name]'s party on [date]. No pressure at all! Could you let me know by [date], and tell me about any allergies or dietary needs? Thank you!

5. Thank-you message (the week after)

Thank you so much for coming to [Child's name]'s party, and for the lovely [present]. She had the best time and hasn't stopped talking about it. Love, [Child's name] and [your name]

Handling the replies

You're holding other families' information, so treat it with care.

- [ ] Keep a simple list of each child's allergies and dietary needs.
- [ ] Send it to the venue, caterer or entertainer with your final numbers.
- [ ] Tell the party host about any serious allergy on the day.
- [ ] Use the information only to plan the party, and delete the list afterwards.

Sources

- HealthyChildren.org (American Academy of Pediatrics), Playful birthday party ideas and tips for young children
- My Little Princess Parties, Prices and booking

- My Little Unicorn, home page
- Holly Bush Stables, Pony parties
- Chobham Adventure Farm, Parties
- NHS, Preparing food safely (Start for Life)
- St. Louis Children's Hospital, Why are latex balloons dangerous for children?
- NHS, Foods to avoid giving babies and young children
- Mazzy Bees Soft Play, Parties
- Woking Leisure Centre, Children's parties and Inflatazone Exclusive party tickets (read 9-11 October 2026)

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