Pool Party Preparation Checklist

An execution companion to the Pool Party Ideas guide: assign preparation tasks, confirm readiness, hand over supervision and restore the pool afterward. This is not a menu, decoration or games guide. A checked task records an action, not a safety certificate.

Party date / start: _____ Host / task owners: _____ Last water test / next check: _____

Before you start

- Record the party date, planned swim time, host and task owners. Use the Pool Party Ideas guide for themes and logistics; this list organizes execution rather than repeating those ideas.
- The preparation stages below are planning windows, not chemical waiting periods. Follow product labels, actual test results and the installed equipment manual; postpone swimming when requirements are not met.
- Continuous supervision, repeated water tests and handovers continue even after a box is checked. Use the linked Pool Safety and Pool Cleaning checklists for detailed checks and cleaning steps.

Plan the preparation

- [ ] **Assign task owners and completion times (Essential)**

  Agree who handles cleaning, water checks, setup and close-down. Record responsibilities rather than assuming someone else has completed a check.

- [ ] **Agree a weather and change-of-plan arrangement (Essential)**

  Review the forecast and decide how to postpone swimming, switch to a dry gathering or notify guests if conditions change. Keep the host responsible for that decision.

- [ ] **Reserve a cleaning window before guests arrive (Essential)**

  Schedule cleaning for actual debris and leave time for follow-up. For an Aiper cleaner, use the installed model manual for operation, retrieval and care. Use the Pool Cleaning Checklist for the cleaning routine.

- [ ] **Test and record water conditions ahead of the event (Essential)**

  Record sanitizer and pH results. If correction is needed, allow the treatment label’s waiting and retest requirements; do not leave the first check until guests arrive.

Confirm readiness before guests arrive

- [ ] **Check for newly arrived debris (Essential)**

  Remove fresh leaves and obvious debris as needed. A completed cleaning cycle does not establish water chemistry or all safety conditions.

- [ ] **Finish cleaning work and put equipment away (If Applicable)**

  If cleaning equipment was used.

  Follow the cleaner manual to finish operation and retrieve or store equipment as directed. Clear cleaning poles, hoses and charging supplies from access routes.

- [ ] **Complete safety checks and agree the supervision handover (Essential)**

  Use the Pool Safety Checklist for detailed checks. Name the adult watching swimmers and confirm how another adult explicitly takes over before the watcher leaves.

- [ ] **Record whether swimming can begin (Essential)**

  Confirm suitable current water results, clear underwater visibility and no unresolved equipment or safety concern. Meet product re-entry requirements; delay swimming if a condition remains unresolved.

Keep the plan active during the party

- [ ] **Maintain active adult supervision and explicit handovers (Essential)**

  The designated Water Watcher stays attentive to swimmers rather than hosting or using a phone. Ensure the next adult accepts responsibility before each handover; ticking this task never ends supervision.

- [ ] **Repeat water checks for the actual swimming load (Essential)**

  CDC advises sanitizer and pH tests at least twice daily and more often during heavy use. Record the next check and actual results; an earlier acceptable reading does not cover the whole event.

- [ ] **Address new debris and obstructions (Essential)**

  Keep entrances and walking routes clear as guests move equipment and toys. Pause swimming before cleaning or treatment when the relevant instructions require it.

- [ ] **Follow the agreed pause or finish decision (Essential)**

  If supervision is interrupted, weather changes or water or equipment conditions become unsuitable, stop swimming and resolve the issue. Do not let the party schedule override readiness checks.

Close down and restore the pool

- [ ] **Confirm everyone is out and collect toys (Essential)**

  Complete the final people-and-pool check before attention shifts to washing dishes or seeing guests off. Remove toys that could attract children back to the water.

- [ ] **Retest and record any follow-up treatment (Essential)**

  Base the next action on water-test results and product instructions. Do not assume every party needs shock treatment or a fixed 24-hour high-speed pump run. Record treatment and the required retest.

- [ ] **Arrange only the cleaning actually needed (Essential)**

  Assess the debris left after swimming and use the cleaning checklist where needed. Care for the cleaner and accessible filter components according to their manuals; do not automatically repeat every deep-cleaning step.

- [ ] **Restore controlled access and record the next check (Essential)**

  Close and latch gates and restore applicable protective measures according to instructions. Record unresolved issues, the responsible person and the next check; the end of the party does not remove ongoing care needs.

Notes / additional tasks

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