

Party checklist for:

INVITATION INFORMATION				People Count
Party Date:		Time:		
Location:				
Invitations:		Children attending:		
Adults attending:				
ENTERTAINMENT				
Time		Deposit		
Character/Theme				
Phone#		Confirmed		
SERVING ITEMS				
Plates	_____	Bowls & Platters	_____	
Napkins	_____	Cups or Boxed Juices	_____	
Forks/spoons	_____	Tablecloth	_____	
CAKE, DRINKS & DECORATIONS				
Centerpiece	_____	Balloons	_____	
Cake	_____	Candles/Matches	_____	
Ice Cream	_____	Drinks	_____	
Bucket/Cooler for Drinks	_____	Ice	_____	
FOOD / SNACKS				
GAMES		PRIZES		
Pinata	_____	Pinata Fillers	_____	
Goody Bags	_____	Goody Bag Fillers	_____	
Birthday Gift	_____	Camera/Film	_____	