



Park Party Check List

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|--|--|
| <input type="checkbox"/> Event Date _____
<input type="checkbox"/> Start time?: _____
<input type="checkbox"/> Ending time?: _____
<input type="checkbox"/> Invites
<input type="checkbox"/> Decorations?
<input type="checkbox"/> Theme: _____
<input type="checkbox"/> Guest List
<input type="checkbox"/> How will they be informed?
<input type="checkbox"/> Mail invite
<input type="checkbox"/> e-mail invite
<input type="checkbox"/> Phone calls
<input type="checkbox"/> Type Food
<input type="checkbox"/> Main Course: _____
<input type="checkbox"/> Appetizers/Snacks: _____
<input type="checkbox"/> Drinks: _____
<input type="checkbox"/> Special i.e.; Cake, Ice Cream | <input type="checkbox"/> Secure Park Reservation
<input type="checkbox"/> Obtain Vendor Permit's
<input type="checkbox"/> Is Insurance Required?
<input type="checkbox"/> |
|--|--|
- Type of Entertainment Adult Teen Child
 What will the weather be like?
 Hot 80+ Mild 71-78 Cool 65-70 Cold 58-65
 Balloons
 If it is a child's party what type of games will be played?
 Will I need....
- Tables Chairs Canopies
 Jumper Concessions Machines Games
 DJ
 Caterer
 Clown
 Other _____
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