



Party Check List

- Event Date _____
- Start time?: _____
- Ending time?: _____
- Invites
- Decorations
- Indoors or outdoors
- Theme: _____
- Guest List
- How will they be informed?
 - Mail invite
 - e-mail invite
 - Phone call
- Type Food
 - Main Course: _____
 - Appetizers/Snacks: _____
 - Drinks: _____
 - Special i.e.; Cake, Ice Cream
- 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?
- I will need....

- Tables Chairs Canopies
- Jumper Concessions Machines
- Dance Floor
- DJ
- Caterer
- Clown
- Other