

PARTY CHECKLIST

PICK A THEME

GUEST LIST & INVITATIONS

Remember to track RSVPs as they come in!

SHOPPING LIST:

- Food & Drink
- Decorations
- Cups, Plates & Utensils
- Party Games & Activities

CAKE!

OTHER THINGS TO CONSIDER:

- Do you need to hire any items (e.g. marquee or jumping castle)
- Do you need to 'test run' any of the party food recipes?
- Do you have a wet-weather plan if the party is held outdoors?

EXTRA NOTES:

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PARTY NOTES/IDEAS