

# Party Planning Checklist



<http://www.kids-partycabin.com>

<b>Date:</b>	<b>Number of guests:</b>
<b>Place:</b>	Boys:
	Girls:
	Adults:
<b>Time:</b>	<b>Invitations sent:</b>

## *Cake*

Order <input type="checkbox"/>	Candles <input type="checkbox"/>
Make <input type="checkbox"/>	Matches <input type="checkbox"/>
Delivery time:	Decorations <input type="checkbox"/>

## *Party Food*

Buy  Make

<b>Savoury</b>	<b>Sweet</b>	<b>Drinks</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Table Supplies*

<input type="checkbox"/> Plates/Bowls	<input type="checkbox"/> Table Decorations
<input type="checkbox"/> Cups/Glasses	<input type="checkbox"/>
<input type="checkbox"/> Cutlery	<input type="checkbox"/>
<input type="checkbox"/> Tablecloth/Napkins	<input type="checkbox"/>
<input type="checkbox"/> Straws	<input type="checkbox"/>

### *Decorations*

<input type="checkbox"/> Balloons/Streamers	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### *Party Games*

<input type="checkbox"/> Game Prizes	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

### *Party Favors*

<input type="checkbox"/> Favor Bags	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***Entertainment***

Name of entertainer:	Special requests:
Telephone/email:	<input type="checkbox"/>
Time of show:	<input type="checkbox"/>

***Other***

<input type="checkbox"/> Camera	<b>Equipment hire</b>
<input type="checkbox"/> Camcorder	<input type="checkbox"/>
<input type="checkbox"/> Film / Battery charged	<input type="checkbox"/>
<input type="checkbox"/> Thank you gifts for helpers	<b>Guests with special diet / needs</b>
<input type="checkbox"/> Card / Wrapping paper	<input type="checkbox"/>

***My Notes***

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>