

<b>CHECKLIST</b>					
	<b>NEED</b>	<b>HAVE</b>		<b>NEED</b>	<b>HAVE</b>
<b>Menu</b>			<b>Party Helpers</b>		
			Parents, Family & Friends		
			Outside Catering		
			<b>Entertainment</b>		
			Deposit/Full Payment		
			Time		
<b>Tableware</b>			<b>Cake</b>		
<b>Tablecovers:</b> Round, Rectangular, Rolls			Deposit/Full Payment		
<b>Accessories:</b> Clips, Skirts, Decor. Overlays			Delivery or Pick-up Time		
<b>Plates:</b> Dinner, Luncheon, Dessert, Bowls			<b>Caterer</b>		
<b>Napkins:</b> Beverage, Lunch, Dinner			Deposit/Full Payment		
<b>Cutlery:</b> Knives, Forks, Spoons			Time		
<b>Cups:</b> Hot, Cold			<b>Balloon Decorations</b>		
<b>Drinkware:</b> Cocktails, Beer, Wine, Champagne			Deposit/Full Payment		
<b>Stirrers, Drink Parasols, Straws</b>			Delivery or Pick-up Time		
<b>Candles</b>			<b>Equipment Rentals</b>		
<b>Serving Supplies</b>			Chairs, Tables, Linens		
Serving Bowls, Platters & Utensils			Fog Machine, Helium Tank, Moonwalk		
Chafing Racks, Foil & Sterno			Delivery or Pick-up Time		
Doilies			<b>Venue</b>		
Leftover/Take-Home Containers			Deposit/Full Payment		
Popcorn Boxes			Time: Set-Up to Clean-Up		
Nut/Candy Cups			<b>Be Sure to Have On Hand:</b>		
<b>Goodie Bags</b>			Birthday Cake Candles, Gift Wrap		
Loot Bags			Blowouts & Noisemakers		
<b>Themed Tiny Toys:</b> Tattoos, Stickers			Camera/Camcorder; Film, Batteries		
<b>Classics:</b> Whistles, Jewelry/Lipsticks, Planes			Thumbtacks, String, Tape		
<b>Themed Candy:</b> Old-Time, Jewelry, etc.			Trash Bags, Paper Towels, Wet Naps		
<b>Other favorites:</b>			First-Aid Kit/Band-Aids		

Clip out and save this worksheet — make copies to help plan all of your parties!

For lots of great party ideas and supplies, visit your local iParty retail store or go online to [iparty.com](http://iparty.com) today. And let the party begin!