

CHECKLIST

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