



MY PARTY PLANNER!

Designed especially for you so you spend less time planning and more time having fun!

Party Date:	Party Time:	Party Location:	Party Theme:
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Guest of Honor:			
Guest List:			

	Need	Have	Done		Need	Have	Done
VENUE				THEMED DRESS UP			
Deposit/Full payment				Greeter Costume			
Time: Set up to clean up				Accessories: Eg. Wands,			
CATERER				Masks, Boas, Jumbo			
Deposit/Full payment				Glasses, Birthday Hats,			
Time				Tiaras, Badges			
ENTERTAINMENT				ACTIVITY 1: ITEMS/PRIZES			
Deposit/Full payment				Eg. Pinata, Pinata stick,			
Time				Blind Fold, Lollies, Toys to			
INVITATIONS				fill, Ribbon to hang			
Scatters							
Seals							
Stamps				ACTIVITY 2: ITEMS/PRIZES			
BALLOONS							
Deposit/Full payment							
Delivery/Pick up time							
CAKE				PARTY HELPERS			
Deposit/Full payment				Parents, Family, Friends			
Delivery/Pick up time				Outside Catering			

Turn the page... There's more!

	Need	Have	Done		Need	Have	Done
EQUIPMENT RENTALS				PARTY FAVOURS			
Chairs/Tables				Gift Bags/Boxes			
Helium				Themed Toys: Eg. Themed			
Delivery/Pick up time				Tiny Toys, Tattoos, stickers			
MENU				Classics: Whistles, Planes,			
				Jewellery, Lipgloss			
				Chocolates/Jelly Beans			
				Other Favorites			
				SERVING SUPPLIES			
				Serving Dishes & Utensils			
				Left over/Take home			
				containers, foil, plastic			
				wrap			
TABLEWARE				Chip, nut, lolly bowls			
Table Covers				BE SURE TO HAVE ON HAND			
Table Decorations,				Gift Wrap & Card			
Centrepieces				Birthday Cake, Candles,			
Luminaries/Candles				Sparklers			
Plates: Dinner, Snack				Blowouts, Horns, Party			
Bowls				Hats			
Napkins				Camera/Camcorder,			
Cutlery				Batteries			
Cups				3m Removable Stickers			
Drinkware: Cocktail, Beer,				Garbage Bags, Paper			
Wine, Champagne				Towels			
Drink Parasols/Picks				First Aid Kit/Band Aids			



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