PARTY PLANNER CHECKLIST

Check	Task	Notes
	Book your party with us	
	Pay your deposit to secure your booking	
	Print out and send off your invites to your guests	
	Fill out your booking confirmation with the guests you have invited	
	Buy, order or make your birthday cake (if required)	
	Make sure you have enough candles and a lighter or matches	
	If you would like to decorate your party room then you can pick up some balloons, some table cloths, and maybe some banners.	
	Party bags you may want to consider unisex party bags if you are having a mixed gender guest list. (Not required for Package 1)	
	MP3/CD player can be used if you want music during the time in your private party room. (Not required for package 3)	
	If you would like party games then remember to bring the prizes, for package 3 bookings your party assistants will happily run the games for you!	
	Booking an entertainer, if you would like a face painter, circus act, magician or any other entertainment book them for the 2nd hour of your 2 hour party.	
Package 2 Catering		
	Plates	
	Bowls	
	Cups	
	Jugs	
	Cutlery	
	Food	
	Drinks	
	Dessert	
Anything else		