

Party Planning Checklist

*Please note this is a general checklist of items I use for my own parties, your party may not require something or may require additional items. This is meant as a helpful guide.

Venue: _____

Time: _____

Date: _____

of Guests: _____

GENERAL PARTY SUPPLIES:

___ Invitations

___ Balloons

___ Streamers

___ Banner

___ Candles

___ Lighter

___ Paper Products

___ Large Plates

___ Small Plates

___ Bowls

___ Cups

___ Silverware

___ Napkins

___ Table Clothes

___ Serving Utensils (ladels, ice cream etc.)

___ Serving and food preparation dishes

DECORATIONS

___ Table Decorations

___ Wall Decorations

___ Outside Decorations

___ Gift Table Decorations

___ Ceiling/Window Decorations

PARTY FAVORS

___ Loot Bags

___ Party Hats/Masks

___ Other homemade Party favor

___ Loot Bag Fillers

GIFT

___ Gift Wrap/Bag

___ Card

___ Gift

FOOD

___ Cake

___ Ice Cream

___ Meat Platter

___ Cheese Platter

___ Fruit

___ Sandwich Platter

___ Chips

___ Dips/Salsa

BEVERAGES

___ Party Punch

___ Hawaiian Punch

___ Sprite or Ginger ale

___ Juice

___ Sherbet

___ Soda

___ Water

___ Juice

PINATA

___ Party Favor Toys/Activity items

___ Candy and Filler items

___ Tissue Paper

___ Cardboard Box

___ Packaging Tape/Glue/Scissors

___ Flour/Water for paste mix

___ Bungee Cord

___ Piñata stick/bat

___ Rope to hang piñata from tree

OTHER

___ Games

___ Special Decorations