



Party Survival Checklist

Partyware

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|--------------------------|---|
| <input type="checkbox"/> | Disposable Plates |
| <input type="checkbox"/> | Disposable Cups |
| <input type="checkbox"/> | Plastic Spoons, Forks and Knives |
| <input type="checkbox"/> | Disposable serving plates |
| <input type="checkbox"/> | Napkins |
| <input type="checkbox"/> | Table covers – Disposable paper covers that are a bit absorbent are the best. I recommend these as they make spills a lot easier to clean up. |
| <input type="checkbox"/> | Serving Pitchers or Dispensers for Drinks |
| <input type="checkbox"/> | Small disposable bowls for snacks and/or fruit |

Decoration Supplies

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| <input type="checkbox"/> | Clear tape you never know when you will need to repair something. |
| <input type="checkbox"/> | Sticky Tac for Posting Decorations on the Wall |
| <input type="checkbox"/> | Scissors |
| <input type="checkbox"/> | Banners, and wall decorations (optional) |
| <input type="checkbox"/> | Table decorations (optional) |
| <input type="checkbox"/> | Balloons (optional) |
| <input type="checkbox"/> | Centerpiece(s) (optional) |
| <input type="checkbox"/> | Party hats (optional) |

Games/Activities (not needed if you have booked a children's entertainer)

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|--------------------------|--|
| <input type="checkbox"/> | Pass the Parcel |
| <input type="checkbox"/> | Items needed for party games you have planned - treasures for treasure hunt, pin the tail on the donkey, the tray games - (refer to our party timeline for a suggested time table for party games) |
| <input type="checkbox"/> | Prizes for competitions |
| <input type="checkbox"/> | Music (ipod and dock/CD player) |



Party Bags/Giveaways

Food & Drinks

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| <input type="checkbox"/> | Party food - pre-packed party tray work well and are very easy. Often children's birthday parties are over catered. As a result a lot of food and money is wasted. Generally children do not eat a lot at a party. All you need is some sandwiches, a bag of chips, and a drink. This is usually more than enough. |
| <input type="checkbox"/> | Birthday Cake |
| <input type="checkbox"/> | Candles |
| <input type="checkbox"/> | Lighter/Matches |
| <input type="checkbox"/> | Cake Knife |
| <input type="checkbox"/> | Cellophane to wrap up cake to sending some home with the guests. |
| <input type="checkbox"/> | Drinks |
| <input type="checkbox"/> | Milk, tea, coffee and sugar for grownups |

Clean up

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|--------------------------|---|
| <input type="checkbox"/> | Big bin bags (for rubbish and for birthday presents) |
| <input type="checkbox"/> | Surface spray and cloth |
| <input type="checkbox"/> | Wetwipes |
| <input type="checkbox"/> | Kitchen towel (for spills and drips) |
| <input type="checkbox"/> | Check if there is toilet paper and soap at the venue when you book it |

Miscellaneous

- | | |
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| <input type="checkbox"/> | Batteries for your camera |
| <input type="checkbox"/> | If you are using a film camera - Flim |
| <input type="checkbox"/> | If you are using a Digital Camera make sure the memory card has enough space to take photographs through out the party |
| <input type="checkbox"/> | Video Camera |