

PARTY PLANNER CHECKLIST

Date: _____ Time: _____ Party Child: _____

Theme: _____

Entertainer (if using one): _____

ACTIVITIES

Crafts: _____

Games: _____

Food: _____

Cake: _____

Order From: _____

TIMELINE

SUPPLIES

- | | | | |
|--------------------------------------|--|--|--------------------------------|
| <input type="checkbox"/> invitations | <input type="checkbox"/> cups | <input type="checkbox"/> party games | <input type="checkbox"/> _____ |
| <input type="checkbox"/> cake | <input type="checkbox"/> table cover | <input type="checkbox"/> treats/prizes | <input type="checkbox"/> _____ |
| <input type="checkbox"/> candles | <input type="checkbox"/> hats | <input type="checkbox"/> goody bags | <input type="checkbox"/> _____ |
| <input type="checkbox"/> ice cream | <input type="checkbox"/> party favors | <input type="checkbox"/> camera & film | <input type="checkbox"/> _____ |
| <input type="checkbox"/> snacks | <input type="checkbox"/> balloons | <input type="checkbox"/> video camera | <input type="checkbox"/> _____ |
| <input type="checkbox"/> beverages | <input type="checkbox"/> streamers | <input type="checkbox"/> batteries | <input type="checkbox"/> _____ |
| <input type="checkbox"/> plates | <input type="checkbox"/> other decorations | <input type="checkbox"/> matches/lighter | <input type="checkbox"/> _____ |
| <input type="checkbox"/> napkins | <input type="checkbox"/> music | <input type="checkbox"/> trash bags | <input type="checkbox"/> _____ |
| <input type="checkbox"/> flatware | <input type="checkbox"/> craft supplies | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Decorations: Front Door _____

Goody Bags: _____

Invitations & Misc (guest list on page 2): _____

Compliments of *Ray Wong Magic Entertainment* (604) 439-8809 www.raywongmagic.com

Be sure to check our WEBSITE for valuable Event Planning Tips!!!

GUESTS

(description of gifts received)

<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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<input type="checkbox"/>	_____	_____
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<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
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<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

Misc. _____

Misc. _____

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Have a Great Party!