

# MAJOR PARTY PLANNING CHECKLIST

DATE:

TIME:

LOCATION:

THEME:

	NEED	HAVE		NEED	HAVE
<b>INVITATIONS</b>			<b>MENU</b>		
Stickers / Confetti					
<b>WELCOME DECORATIONS</b>					
Luminaries, Candles					
Balloons for mailbox					
Life Size Stand-ups					
Yard Signs			<b>THEMED DRESS-UP</b>		
Guest Book / Sign-in Board			Greeter Costume		
<b>THEMED ROOM DECORATIONS</b>			Hats		
Cutouts			Accessories: Jewelry, Wands		
Streamers			Boas, Capes, Buttons,		
Balloons and Balloon Weights			Birthday Hats or Tiaras		
Garlands			<b>ACTIVITIES: Products/Prizes</b>		
Centerpieces			Pinata, Pinata Stick, Blindfolds		
<b>TABLEWARE</b>			Candy and Toys to Fill, String		
Tablecovers: Rectangular-Round -Roll			Winner Medals		
Accessories: Clips / Skirts				NEED	HAVE
Plates & Bowls: Lunch / Dessert			<b>PARTY HELPERS</b>		
Napkins: Cocktail Beverage / Lunch / Dinner / Guest Towels			Parents / Family / Friends		
Cutlery: Knives / Forks / Spoons			Outside Catering		
Cups: Hot / Cold			<b>ENTERTAINMENT</b>		
Drinkware: Champagne / Martini / Margarita / Jello Shooter Cups			Deposit / Full Payment		
Drink Stirrs / Parasols / Straws			Time		
<b>SERVING SUPPLIES</b>			<b>CAKE</b>		
Punch Bowls / Platters			Deposit / Full Payment		
Serving Utensils / Ladle / Tongs			Delivery or Pick-Up Time		
Chaffing Racks / Foil / Sterno			<b>CATERER</b>		
Doilies			Deposit / Full Payment		
Take-out Containers for leftovers			Time		
Popcorn Boxes			<b>BALLOONS</b>		
Nut/Candy Cups			Deposit / Full Payment		
<b>GOODIE BAGS</b>			Delivery or Pick-Up Time		
Loot Bags: Paper or Plastic			<b>EQUIPMENT RENTALS</b>		
Candy: Smarties / Tootsie Rolls			Chairs / Tables / Linens		
Classic Toy Favors:			Fog Machine / Moonwalk		
Bouncy Balls / Costume Jewelry			Helium Tank		
Other Favorites:			<b>VENUE</b>		
<b>MAY WANT TO HAVE ON HAND</b>			Deposit / Full Payment		
Blowouts / Noisemakers			Set-up Time/Clean-up Time		
Birthday Candles / Gift Wrap					
String / Tape / Thumbtacks					
Trash Bags / Paper Towels					
First-Aid Kit / Band Aids					

Major Party (formerly Captain Party)  
 252-255-1196  
 MP 4.5 in Kitty Hawk Plaza (next to Daniel's Homeport)  
 3834 N. Croatan Hwy Kitty Hawk, NC  
<http://www.majorpartyonline.com>