

BIRTHDAY

PARTY CHECKLIST



1 – 2 MONTHS:

- ☐ Make Your Reservation
 - Choose the package that best fits your needs and budget
 - Add on additional food for parents, souvenir cups and party favors
- ☐ Create Your Guest List

3 WEEKS:

- ☐ Send Out Your Invitations
 - Choose from two options - print at home or send via email
 - (Both options can be found at the bottom of our Birthday Page on our website)
- ☐ Plan The Menu
 - Order any additional pizzas or party platters
- ☐ Purchase Party Favors
 - Make life easy and purchase ours for only \$3.99 each
- ☐ Order The Birthday Cake

WEEK OF THE PARTY:

- ☐ Follow Up With Anyone Who Has Not RSVP'D
 - Call and update guest numbers if they have changed since you made the reservation
- ☐ Prepare Party Favors
- ☐ Charge Camera and/or Video Camera
- ☐ Pick Up Birthday Cake and Candles (Day Before)

DAY OF THE PARTY:

- ☐ Arrive 15 Minutes Early To Check In
- ☐ Sit Back and Enjoy Your Child's Party - We Do All Of The Work!

ONE WEEK AFTER:

- ☐ Send Thank You Cards