



Party Planner

Event	
Date & Time	
No. of Guests Adults Children	
Theme Colour Character Movie	
Venue Facilities Parking Toilets Play Area Bar Dance Floor Address	
Budget \$\$	
Invitations Designed DIY Premade	
Decorations Balloons Back Drop Table Cloths Props Bunting Centrepieces Lighting	



Hire Tables Chairs Marquee	
Cake Cake Maker Required? Cupcakes Cake Pops	
Food Finger Food Canapés Sit Down Dinner Lolly Buffet Dessert Allergies?	
Drinks Alcoholic Non Alcoholic Tea & Coffee Water	
Entertainment Music DJ Band Children's Entertainer Jumping Castle Face Painting Petting Zoo Games	
Photography Is a Photographer Required? Photo Booth Videographer	
Guest Book Book Finger Print Tree Signature Tree	

