

**Party Survival Checklist**

**Party Ware**

* Disposable plates
* Disposable cups
* Plastic spoons, forks and knives
* Disposable serving plates
* Napkins for the table
* Table covers (make sure you have enough and some spares! And paper covers are more absorbent and are highly recommended as it makes spills a lot easier to deal with.)
* Serving jugs for drinks
* Small disposable bowls for serving snacks and for fruit

**Decoration Supplies**

* Cellotape
* Blue Tac
* Pair of Scissors
* Banners, Bunting, and wall decorations (optional)
* Table decorations (optional)
* Balloons for decoration (optional) Please decorate on walls or outside to let people know where the party is. Please don’t leave balloons loose on the floor.
* Centerpiece(s) (optional)
* Party hats (optional)

**Party Bags/Giveaways**

* Enough for each child invited and maybe some spares too

**Food & Drinks**

* Party food – pre-packed party boxes work best. Very often parents over cater for parties and a lot of food gets wasted. Children tend to eat very little at a party – couple of sandwiches, a packet of crisps and a drink is often more than enough
* Birthday Cake
* Candles
* Lighter/matches
* Cake knife
* Napkins to wrap the cake in for sending home with the guests
* Desserts
* Drinks
* Snacks
* Milks, tea, coffee & sugar for grown ups

**Games /Activities** (not recommended if you have booked a children’s entertainer)

* Parcel for Pass the Parcel
* Items needed for party games you have planned – treasure for treasure hunt, pin the tail on the donkey, the tray game etc
* Prizes for competitions
* Music (phone and CD player plus any connection items you need)

**Clean Up**

* Big bin bags (for rubbish and birthday presents)
* Surface spray and cloths
* Wetwipes
* Kitchen towel (for spills and drips)
* Check if there is toilet paper and soap at the venue when you book it

**Miscellaneous**

* Batteries for your camera, or phone &charge your camera ready!Make ensure the you have enough memory space. And Video camera with memory cards with space on too!

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