

*A supplies checklist  
to help you plan  
your next party!*



Planning a party has many “moving parts”! Whether you own, borrow, purchase or rent items for your party, this list is meant to help you not forget any important components needed to make your party perfect and the best ever!

- |                          |  |                          |  |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | 1. Party invitations – paper or email      | <input type="checkbox"/> | 22. Tent, umbrellas, backdrops, stage  |
| <input type="checkbox"/> | 2. Tables (for guests & buffet)            | <input type="checkbox"/> | 23. Bounce house, entertainment        |
| <input type="checkbox"/> | 3. Chairs, chair covers, chair cushions    | <input type="checkbox"/> | 24. Piñata, candy, mask, stick         |
| <input type="checkbox"/> | 4. Tablecloths, table skirts, placemats    | <input type="checkbox"/> | 25. Other party decorations            |
| <input type="checkbox"/> | 5. Napkins – cocktail, dinner, dessert     | <input type="checkbox"/> | 26. Bar supplies: bottle opener, etc.  |
| <input type="checkbox"/> | 6. Place cards, table cards, name tags     | <input type="checkbox"/> | 27. Outdoor heating or fans, misters   |
| <input type="checkbox"/> | 7. Drinkware – water, wine, coffee         | <input type="checkbox"/> | 28. Drinks: water                      |
| <input type="checkbox"/> | 8. Plates – cocktail, dessert, dinner      | <input type="checkbox"/> | 29. Drinks: punch, soft drinks         |
| <input type="checkbox"/> | 9. Flatware – forks, spoons, knives        | <input type="checkbox"/> | 30. Drinks: beer, wine, cocktails      |
| <input type="checkbox"/> | 10. Serving utensils                       | <input type="checkbox"/> | 31. Drinks: cocktail mixers            |
| <input type="checkbox"/> | 11. Serving platters, trays, bowls         | <input type="checkbox"/> | 32. Beer keg, other cocktail dispenser |
| <input type="checkbox"/> | 12. Centerpieces                           | <input type="checkbox"/> | 33. Punch bowl, ladle                  |
| <input type="checkbox"/> | 13. Party favors, treat bags/boxes         | <input type="checkbox"/> | 34. Food: appetizers                   |
| <input type="checkbox"/> | 14. Balloons, helium, ribbons              | <input type="checkbox"/> | 35. Food: main course                  |
| <input type="checkbox"/> | 15. Banners, signs                         | <input type="checkbox"/> | 36. Food: dessert and/or cake          |
| <input type="checkbox"/> | 16. Streamers, confetti, garland           | <input type="checkbox"/> | 37. Warming trays, cold food ice trays |
| <input type="checkbox"/> | 17. Candles, lighting, matches, lighter    | <input type="checkbox"/> | 38. Garbage cans and bags              |
| <input type="checkbox"/> | 18. Games, supplies, props, prizes         | <input type="checkbox"/> | 39. Paper towels, cleaning supplies    |
| <input type="checkbox"/> | 19. Ice and coolers, ice buckets           | <input type="checkbox"/> | 40. Take home containers for guests    |
| <input type="checkbox"/> | 20. iPod, speakers, music, microphone      | <input type="checkbox"/> | 41. First Aid kit                      |
| <input type="checkbox"/> | 21. Propane/charcoal, lighter fluid, grill | <input type="checkbox"/> | 42. Misc: coasters, toothpicks, straws |

Tootles,



*Tiffany and Carole*