



DETAILS

Date of party

Times

Venue

Numbers coming

PLANNING

Party Food Ideas

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To bake/prepare ahead

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Drinks

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Cake or cupcakes?

Game ideas

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CHECKLIST

Invites sent?

Partywares bought?

(Disposable paper plates/food boxes/napkins/cups/tablecovers/centrepiece/spooky decorations/party bags/party favours/balloons)

Music organised?

Camera charged?

Room decorated?

Costumes ready?

NOTES/SHOPPING LIST

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ESSENTIALS

(First aid box/loo rolls/take mobile phone numbers if parents not staying/anyone with food allergies or other needs?)