

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
 - Don't forget - we sell pre-made 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