

PARTY CHECK LIST

Date: _____

Theme: _____

Invites: _____

Venue: _____

- | | |
|---|---|
| Venue <input type="checkbox"/> | <input type="checkbox"/> Centre Pieces |
| Tent <input type="checkbox"/> | <input type="checkbox"/> Cocktail bar service |
| Entertainment <input type="checkbox"/> | <input type="checkbox"/> Waiting staff/barmen |
| Room Décor <input type="checkbox"/> | <input type="checkbox"/> Food |
| Dance floor <input type="checkbox"/> | <input type="checkbox"/> Cake |
| Cocktail tables and chairs <input type="checkbox"/> | <input type="checkbox"/> Drinks |
| Dinner/Lunch tables and chairs <input type="checkbox"/> | <input type="checkbox"/> Lighting (Dance floor and ambient) |
| Cutlery <input type="checkbox"/> | <input type="checkbox"/> Sound/DJ |
| Crockery <input type="checkbox"/> | <input type="checkbox"/> Audio Visual |
| Table linen <input type="checkbox"/> | <input type="checkbox"/> Photography |

Notes: _____

