

Date / /
Start Time : End Time :

Costume Yes No Optional

Location
 Home Indoors Both
 Friend's Home Outdoors
 Other Venue

Guest List
 Yes No
Invitations
 yes No Written Addressed Mailed

Decorating *Decorating Supplies*
 Yes No
 Tape Pins String
 No-Mark Hangers Staples/Stapler
Other Supplies

Power Needed
 Yes No
Extension cord(s) needed
 Yes No

Lighting
 Window accent light Effect lighting Outdoor lighting
 String lights Candles Strobe
Power Needed
 Yes No
Extension cord(s) needed
 Yes No

Music
 EFX Soundtrack Recorded Streaming/Radio Live
 Digital CD Digital CD
Power Needed
 Yes No
Extension cord(s) needed
 Yes No

