<u>Date</u>	_/_/_					
Start Time	<u>:</u>	End Time	<u>:</u>			
Costume			Yes	No	Optional	
Location	Home Friend's Home Other Venue		Indoors Outdoors	Both		
Guest List	Yes No		Invitations	yes No	Written Addressed Mailed	
Decorating	Yes No	Decorating S	Supplies	Tape Pins String	No-Mark Hangers Staples/Stapler	
Oth	er Supplies					
		Power Need	ed Yes No	Extension	cord(s) needed Yes No	
Lighting	Window accent I Effect lighting Outdoor lighting		String light Candles Strobe ed Yes No		cord(s) needed Yes No	
Music	EFX Soundtrack Recorded Streaming/Radio	Power Need	Digital Digital ed Yes No	CD CD Extension	cord(s) needed Yes No	

Serving	Snacks Light horderves Heavy horderves Meal Candy/Treats	Serving Supplies	Tables Chairs Plates Cups Napkins Cutlery Treat Bag	Table Covers Ice/Cooling Heating/Hot Plate/Crock Pot/Grill Charcoal/Propane
		Yes No	Extension cord(s) needed Yes No
Notes			Cha	
wenu				ppping List