



Party Planning Checklist

- Invitations
- Decorations & flowers
- Small/large napkins
- Small/large plates
- Cups (plastic & glass)
- Serving trays/utensils
- Sharp knife
- Doilies
- Coffee & tea (decaf & regular)
- Paper towels
- Dish towels/pot holders
- Foil, plastic wrap, containers
- Trash bags