

Kicks Dance party checklist

Booking:

- ☐ Contact your local Kicks Dance to reserve party date
- ☐ Complete Kicks party booking form (www.kicksdance.co.uk/dance-parties)
- ☐ Pay deposit to Kicks Dance upon booking
- ☐ Book hall
- ☐ Send Kicks invitations out to your guests
- ☐ Order cake
- ☐ Pay final balance to Kicks Dance 14 days before party date

Shopping list:

- ☐ Balloons
- ☐ Banners
- ☐ Party tea (sandwiches, crisps, party rings etc)
- ☐ Party tea boxes
- ☐ Party plates/bowls
- ☐ Party cups
- ☐ Table cloth
- ☐ Napkins
- ☐ Candles
- ☐ Party bags and items
- ☐ Pass the parcel present and sweets for in between each layer

Items to remember on the day:

- | | |
|--|--|
| <input type="checkbox"/> Matches/lighter | <input type="checkbox"/> Labels for children |
| <input type="checkbox"/> Cake knife | <input type="checkbox"/> List of children with space for emergency contact details |
| <input type="checkbox"/> Bin bags | |
| <input type="checkbox"/> Pass the parcel | |
| <input type="checkbox"/> Extra sweets for pass the parcel (in case!) | |
| <input type="checkbox"/> Tissues/kitchen roll/loo roll | |
| <input type="checkbox"/> Plasters | |