

# Party Checklist

Did you forget anything?



## Remember to (prepare)...

- Food & drinks** – Remember to have extra water for your guests, especially the kids.
- Send a reminder to your guests and get a more exact number of people attending.**
- Music** – Background music in the background can bring out the party mood.
- Enough utensils?** – Guests will use more than 1 cup at a party! Save the environment by using markers to write their names. Don't forget cake plates and forks!
- Child-proof the party area** – Kids will run around!
- Cake** – If baking your own cake, don't forget the lighter, candles and knife.
- Tables and chairs** – Don't forget the tables for presents and cake cutting too!
- Batteries!** - If you are using your phones, charge and clear memory the day before! [Click here for tips on taking great photos.](#)
- Write out a final schedule of activities for the party and vendors' contact numbers in case you need to contact them.** (Mr Bottle's Contact: Office: 6515 5921 Mobile: 9739 7503 / 91264006)
- Money for your vendors** (and put them in labelled [recycled] envelopes the day before.) – You do not want a situation where you do not have enough cash or are busy writing cheques when you should be entertaining your guests.

## Do You Need...

- Decorations** – Get your kids to help with the decorations! Display their drawings. Add 'colours' by using helium balloons! Do you know that Mr Bottle provides balloon decorations and banners?
- Piñata** – Remember to put sweets in it! Don't forget the bats and bags! Find a suitable place to hang it.
- Fringe/ Wet Weather Activities** – Have you prepared any activities for the early birds or rains?
- Goodie Bags/ Prizes** - Buy [Mr Bottle's Goodies Boxes](#) at only \$4 each\*!
- Kids Furniture** – *Get them if you have workshops or not enough furniture at your venue.*

## What to Prepare If You Have Booked Mr Bottle's Activities:

- Airbrush Tattoo** – 1 table, 2 chairs and power supply.
- Art & Craft Workshops** – Sufficient tables with protective covers (in case of spills) and chairs.
- Balloon Sculpting** – nil
- Bouncy Castle** – Suitable flat area and power supply.
- Candy Floss** – 1 table and power supply.
- Glitter Tattoo / Caricature / Face Painting / Stick-on Tattoo** – 1 table and 2 chairs.
- Game Show** - Suitable area and power supply.
- Magic Show** – 2 chairs without armrest, suitable area and power supply.
- Mascot** – Changing room, CD player and power supply.
- Pop Corn / Candy Floss** – 1 table and power supply.
- Science Show** – 1 table, suitable area and power supply.
- Science Workshop** – Enough tables (and chairs if possible).
- Fossil Digging** – Tables and chairs (if possible), Suitable area with protective covers, trash bag.
- Treasure Hunt** – Suitable area.

N.B. Power Supply should be near the area where the entertainment is.

Do call us if you need any help on your schedule / what to prepare for your programme!

\* Terms & Conditions apply.

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