

BIRTHDAY PARTY CHECKLIST (For Staff Use)



PARTY NAME: _____

Contact person: _____

IN ADVANCE:

- Calendar marked for date and time
- Room assigned: Mr. Nelson Rm (#1) Fred Ball Room (#2)
- Packet prepared: Party Name Sign Prepared (attach to front)
 Instructions (attach to front, give to customer)
 Birthday Honoree Certificate & Patch (inside)
 10 Guest Coupons (inside)
 10 Wrist Bands (inside)

- Buddy assigned: (name) _____
- Buddy notified: (date) _____

DAY OF PARTY:

- Party name sign placed on door; Room checked & clean
- Party representative arrived
- Packet presented
- Additional wrist bands provided: **NAMES**

- Received additional payment:
 _____ addit'l guests @ 6.00 ea. = \$ _____
- Room cleaned

NOTES: _____
