

### **Partyware**

- Disposable plates
- Disposable cups
- Plastic spoons, forks and knives
- Disposable serving plates
- Napkins
- Table covers. Take at least 6. Disposable paper ones that are a bit absorbent are best as they make spills a lot easier to sort out.
- Serving jugs for drinks
- Small disposable bowls for serving snacks and fruit

### **Decoration Supplies**

- Sticky tape
- Blu-tac
- Pair of scissors
- Banners, bunting and wall decorations
- Table decorations
- Balloons for decoration
- Party hats
- Table centrepieces

### **Party Bags**

- Leave room for a slice of cake!

### **Cameras**

- Fully-charged phone
- Spare batteries for camera
- Memory card(s)
- Video camera & tripod

# The **BIG** Party Checklist

### **Cleaning Up**

- Black bin bags
- Surface spray and cloths
- Wet wipes
- Kitchen towel

### **Games & Activities Ideas**

- Pass the parcel
- Props for other party games – treasure hunt bits to find, pin the tail on the donkey and blindfold, a piñata with attachments to hang it
- Prizes for competitions
- Music (iPod & dock or CD player – check with your venue as some have a PA system you can use)

### **Food & Drink**

- Party food – individual pre-packed party boxes work best for minimal waste for the children. A board with a couple of big cheeses with biscuits, crisps and dips is perfect for your grown-up guests.
- Birthday cake
- Candles
- Matches/lighter
- Cake knife
- Napkins to wrap the cake in for party bags
- Desserts
- Milk, tea, coffee and sugar

