

## **GROOVES BIRTHDAY & SPECIAL EVENT PARTY CHECKLIST**

- Invitations (included in cost of Birthday Parties; optional for other parties)
- Cake, cupcakes, pies, etc.
- Ice Cream/Hoodsies (you provide cooler)
- Snacks and Munchies
- Other Food Items (pizza, etc. if serving lunch or dinner)
- Beverages (juice boxes, bottles waters, etc.; you provide cooler)
- Service Utensils
  - Large serving bowls (for snacks)
  - Plastic/paper plates, bowls
  - Napkins
  - Forks/spoons
  - Cups
  - Cake server
  - Ice cream scoop/spoon
- Candles and matches/lighter
- Decorations (no piñatas, please)
  - Tablecloths (not necessary; 6' banquet tables that seat up to 8)
  - Balloons
  - Streamers
- Favor Bags
- Camera/video camera
- Thank You notes (Grooves can provide for additional fee)
- Family & Friends!!

### **Additional Considerations for**

#### **ADULT PARTIES (Birthday, Bachelorette, Milestones)**

- Invitations (GROOVES can provide for additional fee)
- Caterer
- Food/Beverages (and coolers, as necessary)
- Tables/Chairs
- Decorations
- DJ/Entertainment
- Set-up/Breakdown
- Thank You notes (GROOVES can provide for additional fee)