

Simple Party Checklist

The Basics

- Cups
- Napkins
- Plates (entree)
- Bowls (entree)
- Plates (dessert)
- Silverware (Forks, Spoons, Knives)
- Trash bags
- Tablecloths
- Serving utensils
- Food tents (if desired)
- Ice
- Cooler for ice or freezer space
- Any decorations

Coordinate

- Entrees
- Sides
- Desserts
- Beverages
- Designated photo taker
- Pick up times and locations of catered foods

Double Check

- Chairs
- Tables
- Cleaning Supplies
- Dishwashing liquid
- Towels to dry dishes
- Music/speaker (if desired)

Outside Necessities

- Tents
- Sunscreen
- Bug Spray
- Citronella candles
- Portable Fans
- Outside chairs
- Hanging bug traps
- Access to cool drinking water