

The Ultimate Party Supplies Checklist

Party Decorations and Décor

- Balloons
- Ribbon
- Table centerpiece
- Garland
- Birthday banner
- Coloured and/or patterned paper
- Table Decoration
- Candles
 - Votives
 - Pillar
 - Tea light
 - LED
 - Birthday
- Confetti
- Crepe paper
- Craft supplies
- Specialty décor items to match theme of the party
- Table cover (plastic, linen, paper)

Serving Supplies

- Cake stands
- Cake server
- Ice cream scoop
- Specialty cake/muffin tin
- Napkins
 - Cocktail
 - Luncheon
 - Dinner
 - Specialty
- Serving bowls, platters, trays
- Ice bucket and ice scoop
- Wine glasses (real or plastic)
- Beer glasses (real or plastic)
- Champagne glasses (real or plastic)
- Tumblers (real or plastic)
- Kid-friendly glasses
- Plates (real or paper/plastic)
- Bowls
- Cutlery (forks, knives, spoons)
- Coffee maker
- Cream and Sugar set
- Coffee mugs
- Cups and saucers
- Dessert spoons/fork
- Serving spoons, tongs, ladles
- Skewers, lollipop sticks
- Straws
- Stirrers
- Punch bowls
- Pitchers
- Bread basket

Miscellaneous Items

- Piñata
- Party hats
- Folding/extra tables
- Folding/extra chairs
- Fairy lights
- Ice
- Thank you cards
- Party favours/goody bags
- Camera and film/charged battery
- Items for games/activities
- Invitations
- Place cards
- Music
- Matches or lights (for candles)
- Tools needed to install or make decorations
- Coolers
- Ice tubs
- Cake topper
- Gift wrap
- Cupcake liners

Other

- _____
- _____
- _____
- _____
- _____

Food & Drink

- Main course
- Dessert
- Appetizers
- Specialty menu items
- Cake
- Ice cream
- Snack
- Alcoholic Beverages
 - Wine
 - Beer
 - Liquor
 - Spirits
 - Port
- Non-Alcoholic
 - Water
 - Sparkling water
 - Soda
 - Juices
- Coffees and tea
- Cream and sugar
- Lemons and limes
- Bar mixes

Other

- _____
- _____
- _____
- _____
- _____