



STUDIO 82° - ENTERTAINING CHECKLIST

PARTY DETAILS

- Location
- Date
- Time
- Theme
- Budget
- Guest Count
- Seating Diagram

GUEST DETAILS

- Invitation
- RSVP Card
- Stamps
- Printed Menu
- Directions
- Signage
- Parking
- Bathroom Locations
- Guest Book / Pens
- Thank You Card

PARTY DECORATIONS

- Centerpieces
- Flowers
- Balloons
- Helium Tank
- Party Favors
- Hanging Lights
- Hanging Garland
- Table Cloths or Runners
- Decorative Pillows
- Candles

ENTERTAINING DETAILS

- Party Planner
- Catered Food
- Extra Waiters / Servers
- Bartender
- Event Photographer
- Event Videographer
- Live Music
- DJ
- Sound System
- Other Entertainment
- Games + Prizes

- Gifts
- Gift Boxes
- Gift Cards
- Gift Card Holders
- Pinata
- Photobooth
- Personal Camera
- Other Rentals
- Special Outfit

MENU DETAILS

- Shopping List
- Appetizers
- Main Dishes
- Side Dishes
- Cake / Cupcakes
- Other Desserts
- Water
- Non Alcoholic Drinks
- Alcoholic Drinks
- Warm Beverage Options

FOOD SUPPLIES

- Menu Details
- Dinner Plates
- Salad Plates
- Soup Bowls
- Dessert Plates
- Dessert Bowls
- Fabric Napkins
- Forks / Spoons / Knives
- Name or Place Cards
- Place Card Holders
- Serving Platters / Trays
- Serving Utensils
- Sharp Knives
- Food Containers
- Cake Stand
- Cake Server
- Ice Cream Scoop
- Candles / Lighter
- Foil or Cling Wrap
- Food Warmers
- Food Covers
- BBQ Utensils

DRINK SUPPLIES

- Cold Beverage Glasses
- Hot Beverage Mugs
- Beverage Markers
- Wine Bottle Opener
- Beer Bottle Opener
- Hot Drink Carafes
- Cold Pitchers
- Ice

MISC SUPPLIES

- Floor Plan
- Tables
- Linens
- Chairs
- Sign In Table
- Gift Table
- Favor Table
- Food Tables
- Dessert Table
- Electrical Outlet Locations
- Extension Cords
- Extra Lighting
- General Toolbox
- First Aid Kit
- Rubbish Bins
- Rubbish Bags
- Coolers
- Fridge Space
- Freezer Space
- Heater (if Outside)
- Citronella Candles (if Outside)

CLEANING SUPPLIES

- Hand Soap
- Hand Towels
- Dish Soap
- Sponges
- Eco-Friendly Cleaner
- Paper Towels
- Toilet Paper
- Broom / Dust Pan
- Vacuum