

# Party Checklist

Planning your party? Make sure you have covered these items. The source column is to add websites or other information as to where you need to find help. Good luck!

Complete	Item	Source	Notes
	Permits Booked		
	Location Booked		
	Hydro Required		
	Ample Parking		
	Washroom Facilities		
	Adequate Ground Layout		
	Guest Covering or Shade		
	Tables and Seating for Guests		
	Entertainment Booked		
	Hydro for Lighting and Sound		
	Platform for Entertainers		
	Entertainer Covering		
	Food Allergy Check		
	Food for Guests		
	Entertainment /Games		
	Location Instructions /Map		
	Lighting for Evening Parties		
	Travel Arrangements / Alcohol		
	Medical Arrangements		
	Dress Code Instructions		
	Start / End Time Instructions		

We hope this helps you to have a great party.  
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