Kindergarten Party Planner

Event:

Date:

Who will set up?

What time will set up begin?

Who will clean up?

(the clean up team may need to bring plastic storage bags or containers for leftovers)

Items needed:

* Paper goods (plates, napkins, cups, bowls)
* Plastic utensils (forks, knives, spoons)
* Food (drinks, something healthy, something sweet)
* Activity: arts and crafts , a game, music, or a book to read aloud
* Party favors: (hats, stickers, balls, note pads, pencils, bubbles, etc.)
* Decorations: (optional)

(balloons, tablecloth, placemats, flowers, banners, streamers)