

# Maine Event Birthday Party Check List

Maine Event is here to help with your party. Below is a general checklist that can be useful in making sure you have everything you need done for your party at Maine Event Cheer & Dance!

- ❑ Book your party & pay Deposit
- ❑ Send out invitations
- ❑ Make RSVP list
- ❑ Call Maine Event 1 week prior to party to finalize number of guests
- ❑ Pack presents, cake, ice cream, snacks
- ❑ Pack plates, napkins, utensils, etc
- ❑ Pack any additional decorations you want, balloons and don't forget a candle lighter
- ❑ Show up at Maine Event 1/2 an hour before party to set up anything you need
- ❑ Pay final balance for party
- ❑ Lay back, relax, and enjoy the festivities while Maine Event does all the hard work for you! 😊