

Scooter's

GROUP OF COMPANIES

Party Checklist

The following is a list of things you should consider to help you plan your party.

- Date and time
- Guest list
- Type of event (i.e. Casual to Formal)
- Indoors or out
- Invitations
- What type of food
- Catered or not?
- Are you serving alcohol?
- Do you need a bartender?
- Do you need rentals? (tents, portable toilets, tables/chairs, BBQ, dishware, linen)

Items you may need:

- Barbeques
- Ice tubs
- Tents and canopies
- Decorations
- Tables
- Chairs
- Portable bar
- Fill n' chill table
- Chafing dishes
- Champagne fountain
- Coffee urns
- Miscellaneous serving pieces
- Serving trays and platters
- Salad bowls
- China and flatware
- Glassware
- Linen