



BIRTHDAY PARTY PLANNER CHECKLIST

DATE: _____ TIME: _____ PARTY CHILD: _____

THEME (Consult with birthday child): _____

LOCATION: _____

MEASURE BACK YARD (or alternate set up location) SIZE IN FEET: Length _____ Width _____
Height clearance _____

WHAT TYPE OF SURFACE? GRASS PAVEMENT CONCRETE GRAVEL

IDENTIFY THE LOCATION AND TYPE OF ELECTRICAL OUTLETS

AND TYPE OF SEPARATE OUTLETS (SEE CHART BELOW): _____

ARE THEY WITHIN 100 FEET OF SET UP AREA? _____

Older style
Without ground
(10-15 amps)



Grounded 15 amp
receptacle (notice hole
on the bottom)



Grounded 20 amp outlet
(notice horizontal opening
on the left hole)



* NOTE: Multiple units require multiple outlets on separate breakers. One way to find out if they are on separate breakers is to plug in a light, lamp, etc. to each outlet and have someone turn off the breaker. If both lights go out they are on the same breaker. Once identified, label each outlet for future use.

NOW THE FUN PART! With this information, you can decide on which rides and/or inflatables you would like to have for the party. You can refer to our website www.bradsbouncealot.com or our price sheet for the size of each unit and electrical requirements to see which ones will work for your location.

RIDES/ INFLATABLES: _____

SNACK TIME! Every great party has snacks and drinks for the guests to munch on and hydrate themselves on that hot summer day. It is a good idea to offer water for the kids because of their high activity level. If you want to add that touch of class and added fun to your event, you can choose from our selection of concession equipment to offer fun food snacks such as popcorn, cotton candy, sno-kones, etc.

SNACK LIST (Cross them out as you purchase them for the party): _____

GAME TIME! It is a birthday party tradition to set a side some time for the children to play a couple of games for some added fun and/or a chance to win some prizes. We have a wide selection of exciting games in our inventory for you to choose from.

GAMES: _____

PRIZES/ PARTY FAVORS: Not a necessity, but makes your guests feel special for attending your party. Our inventory of prizes is constantly changing to keep up with the new trends. If you are interested in prizes call the office and we will assist you in your selection.

PRIZES: _____

PARTY FAVORS: _____

SHADE & SEATING: We got you covered! We have tents of all sizes to fit your occasion. We also have tables and chairs for seating and eating. Not a necessity but will make your event more enjoyable.

SUPPLIES CHECKLIST:

- | | | | |
|------------------------------------|---|--|----------------------------------|
| <input type="checkbox"/> CAKE | <input type="checkbox"/> FLATWARE | <input type="checkbox"/> BALLOONS | <input type="checkbox"/> CANDLES |
| <input type="checkbox"/> ICE CREAM | <input type="checkbox"/> INVITATIONS | <input type="checkbox"/> DECORATIONS | <input type="checkbox"/> _____ |
| <input type="checkbox"/> PLATES | <input type="checkbox"/> CUPS | <input type="checkbox"/> MUSIC | <input type="checkbox"/> _____ |
| <input type="checkbox"/> NAPKINS | <input type="checkbox"/> TABLE COVERS | <input type="checkbox"/> CAMERA & FILM | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BATTERIES | <input type="checkbox"/> LIGHTER/ MATCHES | <input type="checkbox"/> TRASH BAGS | <input type="checkbox"/> _____ |

GUEST LIST:

INVITED	RSVP √	SHOWED UP √	THANK YOU CARD SENT OUT √