

YOUR BIRTHDAY PARTY CHECKLIST



Birthday Child: _____

Number of Guests: _____

Budget: _____

Theme: _____

2-3 WEEKS BEFORE:

- ☐ Create Guest List.
- ☐ Mail invites out or send Evite. Don't forget to remind guests to wear closed-toe shoes in order to participate on attractions!
- ☐ Order cake, cupcakes or purchase one of our Ice Cream Cookie Cakes for \$14.⁹⁹: 2 from-scratch, chocolate chip cookies with vanilla softserve in the middle; covered with whipped topping, rainbow sprinkles, an edible Incredible Pizza logo, and the name(s) of the birthday child(ren).
- ☐ Order balloons, purchase extra Incredible Pizza balloons for \$1/each.
- ☐ Purchase party supplies:
Napkins, plates, cutlery, candles OR IPC provides EVERYTHING!
- ☐ Pinata (must be pull-string)/Candy or purchase through IPC for \$20 with 2lbs candy included.
- ☐ Goody bags & favors or purchase through IPC for \$4.00/each.
- ☐ Streamers, banners, etc. (*Please provide command strips or sticky tack*). We do not allow tacks, tape or anything that'll damage our walls.
- ☐ Table linens or use tablecloth provided by IPC.

2-3 WEEKS BEFORE:

- ☐ Follow up with guests RSVPs: Notify parents if they stay for the duration of the party, a buffet purchase is required at a discounted rate. If additional guests attending, please notify our Party Planners immediately. We have a maximum capacity amount for our Party Rooms and would like to accommodate your party as best as we can.
- ☐ Purchase any other supplies needed.

1-2 DAYS BEFORE:

- ☐ Bake cake/cupcakes, collect pre-ordered cake/cupcakes, OR relax, IPC has it covered with our Ice Cream Cookie Cake.
- ☐ Charge Camera to capture every moment. Tag us @IncrediblePizza #IncredibleMoments.

DAY OF THE PARTY:

Breathe, Relax, Enjoy the moment.

1 WEEK AFTER:

Send Thank You notes.

