

PARTY CHECKLIST



One month before the party:

- ☐ Set a day and time
- ☐ Make a budget
- ☐ Create a guest list
- ☐ Buy and send invitations
- ☐ Schedule vendors like musicians and entertainers
- ☐ Establish a menu
- ☐ Order food, if event is being catered
- ☐ Book rental items like tents, tables/chairs and linens
- ☐ Choose party games
- ☐ Recruit friends and family to help, if needed
- ☐ Order personalized party items, like banners, balloons and favors
- ☐ Order cake
- ☐ Order flowers

Two weeks before the party:

- ☐ Shop for non-perishable grocery items
- ☐ Purchase paper party supplies
- ☐ Purchase game prizes
- ☐ Purchase decorations
- ☐ Craft pin-the-mustache on Mario game
- ☐ Print Mario bingo cards
- ☐ Create warp pipe vases and fill with flowers
- ☐ Print word scramble sheets
- ☐ Clean the house
- ☐ Create question mark decorations
- ☐ Craft 3D decorations
- ☐ Prepare white clouds
- ☐ Confirm rental reservations
- ☐ Prepare embellished straws

One week before the party:

- ☐ Fill and count M&Ms in jar
- ☐ Bake cake
- ☐ Wash glassware
- ☐ Press linens, if using your own
- ☐ Access serving dishes, and utensils, if using your own
- ☐ Create photo booth area, lay out props
- ☐ Make, fill and hang piñata
- ☐ Prepare treat bags

Day before the party:

- ☐ Pick up gold star balloons
- ☐ Shop for fresh, perishable grocery items
- ☐ Place black electrical tape on gold foil Star Power balloons
- ☐ Blow up balloons
- ☐ Tape white construction paper circles to red balloons
- ☐ Decorate eggs for egg race
- ☐ Prepare blue jello
- ☐ Frost and decorate cake, cupcakes
- ☐ Make Mario cheese hats
- ☐ Prep Piranha plant skewers
- ☐ Prepare Star Power rice treats
- ☐ Make deviled Yoshi eggs
- ☐ Pick up rental items
- ☐ Cut up fruit/veggies
- ☐ Make and chill drinks
- ☐ Organize party space, re-arrange furniture

Morning of party:

- ☐ Shower and get dressed
- ☐ Put out yard signs
- ☐ Hang streamers
- ☐ Hang garland
- ☐ Hang gold paper plates
- ☐ Hang white cloud wall decorations
- ☐ Organize food table
- ☐ Set up games
- ☐ Gather together game items
- ☐ Prepare Star Power sandwiches
- ☐ Prepare Firepower Flower fruit/veggie platter
- ☐ Set out bowls of cheese balls, powdered sugar doughnuts and malt balls
- ☐ Decorate party area
- ☐ Fill warp pipe vases with flowers
- ☐ Charge phone or camera

PARTY SHOPPING LIST



If you're planning a special event, don't forget the details.
Make sure everything is covered with this handy shopping list:

FOOD

For Star Power sandwiches:

- ☐ Favorite sandwich filling
- ☐ Bread
- ☐ Mini chocolate chips

For Sky Jello:

- ☐ Three small boxes blue jello
- ☐ Whipped cream

For Firepower fruit/veggie platter:

- ☐ Fruit or veggie dip
- ☐ Two black olives
- ☐ Assortment of fruits/veggies:
- ☐ Baby carrots
- ☐ Cherry tomatoes
- ☐ Red, yellow or orange bell peppers
- ☐ Pineapple chunks
- ☐ Strawberries
- ☐ Blueberries
- ☐ Cantaloupe
- ☐ Green stem produce:
- ☐ Cucumbers
- ☐ Zucchini
- ☐ Green bell peppers
- ☐ Kiwi
- ☐ Green grapes
- ☐ Green leaves produce:
- ☐ Broccoli
- ☐ Sugar-snap pea pods
- ☐ Green apples
- ☐ Pears

For party bags:

- ☐ Mario-themed fruit snacks
- ☐ Chocolate coins
- ☐ Bubble gum tape
- ☐ Mario-themed candy

For cheese hats:

- ☐ Babybel cheese circles

For Piranha plant fruit skewers:

- ☐ Green grapes
- ☐ Large strawberries

For Star Power rice treats:

- ☐ Crisped rice cereal
- ☐ Butter
- ☐ Mini marshmallows
- ☐ For eyes: Edible marker, mini chocolate chips or frosting

For Yoshi deviled eggs:

- ☐ Eggs
- ☐ White vinegar
- ☐ Mustard
- ☐ Mayonnaise
- ☐ Green food coloring
- ☐ Cheese balls
- ☐ Powdered sugar doughnuts
- ☐ Malt balls
- ☐ Bottled water
- ☐ Individual bottles of Hawaiian punch
- ☐ M&Ms
- ☐ Eggs, enough for egg race
- ☐ Giant candy bars, for game prizes
- ☐ Chocolate coins, for game prizes
- ☐ Cake
- ☐ Ice cream
- ☐ Frosting
- ☐ White fondant or candy melts
- ☐ Edible decorations, like star-shaped sprinkles, green fondant, Mario rice-paper logos (order online), red brick licorice
- ☐ Cupcake liners
- ☐ Black cake gel

PARTY SHOPPING LIST

PARTY SUPPLIES

Paper Supplies

- ☐ Paper plates
- ☐ Paper cups
- ☐ Plastic forks
- ☐ Plastic spoons
- ☐ Plastic knives
- ☐ Toothpicks
- ☐ Napkins
- ☐ Cake paper plates
- ☐ Small cake or beverage napkins
- ☐ Napkin holder
- ☐ Utensil holder
- ☐ Tablecloths or table coverings
- ☐ Card box

Party Supplies

- ☐ Save the Date cards
- ☐ Invitations
- ☐ Game prizes
- ☐ Thank you notes
- ☐ Candles
- ☐ Cake decorations, like Mario figurines and checkered flags
- ☐ Cupcake liners
- ☐ Cube cake pan
- ☐ Mario cake topper
- ☐ Cake platter, server
- ☐ Ice cream scoop
- ☐ Coffee maker
- ☐ Punch bowl

For party bags:

- ☐ K'nex Mario figure mystery bags
- ☐ Finger lasers
- ☐ Mario-themed pencils/erasers

For cheese hats:

- ☐ Red construction paper
- ☐ Black "M" sticker
- ☐ White construction paper

For Piranha plant fruit skewers:

- ☐ Bamboo skewers
- ☐ Green plastic flowerpot
- ☐ Star cookie cutter
- ☐ (for Star Power sandwiches and Star Power rice treats)
- ☐ Assorted colors of construction paper for food labels and decorations

For embellished straws:

- ☐ Brown posterboard for mustaches
- ☐ Plastic straws
- ☐ Yellow posterboard for crowns
- ☐ Hole punch

Decorations

- ☐ Banners
- ☐ Red balloons
- ☐ Balloon weights

For Starman balloons:

- ☐ Gold foil star balloons
- ☐ Black electrical tape
- ☐ Ribbon
- ☐ Centerpieces
- ☐ Confetti

For question mark decorations:

- ☐ Yellow felt
- ☐ White felt
- ☐ Ribbon
- ☐ Party hats
- ☐ Streamers
- ☐ Garland

For 3D decorations:

- ☐ Cardboard boxes
- ☐ Yellow construction paper
- ☐ Red construction paper
- ☐ White construction paper
- ☐ Black permanent marker
- ☐ Glue
- ☐ Yard signs
- ☐ Photo booth background and accessories
- ☐ Mario-themed wrapping paper
- ☐ Paper mustaches
- ☐ Blue overalls
- ☐ Paper construction stars
- ☐ Red balloons
- ☐ White construction paper
- ☐ Piñata
- ☐ Gold paper plates
- ☐ For warp pipe vases:
 - ☐ PVC pipe
 - ☐ Green paint
- ☐ Fresh flowers
- ☐ Treat bags

PARTY SHOPPING LIST

PARTY SUPPLIES

Crafts

- ☐ Computer paper for printable word scramble
- ☐ Plain paper party sacks
- ☐ Markers
- ☐ Crayons
- ☐ Mario stickers

Games

- ☐ Small Mario toy, figurine or stuffed animal
- ☐ Red balloons
- ☐ Green balloons
- ☐ White permanent marker
- ☐ Blindfold
- ☐ Plastic tablecloths
- ☐ Green permanent marker
- ☐ Cardstock for printable bingo cards
- ☐ Large green bucket
- ☐ Small balls in different colors
- ☐ Mario-themed card games
- ☐ Mario pencils, pens and erasers
- ☐ Mario-themed wrapping paper
- ☐ Mario figurines
- ☐ Mario stuffed animals
- ☐ Super Mario Bros. water bottle
- ☐ Mario puzzle
- ☐ Large punch balloon
- ☐ Large red rubber play ball