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| **FOOD & DRINKS** |  |
|[ ]  Lots of ice |
|[ ]  Appetizers / snacks |
|[ ]  Assorted beverages |
| ☐ | Champagne |

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| **DECORATION**  |  |
|[ ]  Confetti / streamers  |
|[ ]  Lights  |
|[ ]  Finish shopping |

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| **INVITATIONS**  |  |
|[ ]  Make guest list  |
|[ ]  Send invitations  |
|[ ]  Schedule help |

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| **Other Items** |  |
|[ ]  Buy balloons |
|[ ]  Utensils / plates / cups |
|[ ]  Games |
|[ ]  Sparklers |
|[ ]  Noisemakers |
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| **Entertainment** |  |
|[ ]  Music playlist  |
|[ ]  Photo booth  |
|[ ]  Buy non-perishable items  |

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