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| |  |  |  | | --- | --- | --- | | **FOOD & DRINKS** | |  | |  | Lots of ice | | |  | Appetizers / snacks | | |  | Assorted beverages | | | ☐ | Champagne | | |  | |  |  |  | | --- | --- | --- | | **DECORATION** | |  | |  | Confetti / streamers | | |  | Lights | | |  | Finish shopping | | |
|  |
| |  |  |  | | --- | --- | --- | | **INVITATIONS** | |  | |  | Make guest list | | |  | Send invitations | | |  | Schedule help | | |
|  |
| |  |  |  | | --- | --- | --- | | **Other Items** | |  | |  | Buy balloons | | |  | Utensils / plates / cups | | |  | Games | | |  | Sparklers | | |  | Noisemakers | | |  |  | | |
|  |
| |  |  |  | | --- | --- | --- | | **Entertainment** | |  | |  | Music playlist | | |  | Photo booth | | |  | Buy non-perishable items | | |