

Froggy's Family Fun Center

Party Planning Sheet

Date of Party _____

Time _____

Date Booked _____

Employee Initials _____

Name/Org. _____ Phone _____

Address _____

B'day Child/Children/Age _____ Shirt Size _____

E-mail _____

Room _____

No. of Children _____

Party Package _____ \$ _____ Amount

Additional Info.:

(1/4 F\$22/TD\$20)

Cake: us/them Froggy's __, Girls __, Boys __ = \$ _____ (1/2 \$28/25)

Pizza: yes/no _____ qty X _____ = \$ _____

Gift Bags: yes/no _____ qty X _____ = \$ _____

Balloons: yes/no 12/ 25 qty X \$10/\$20 = \$ _____

Pitchers of Soda _____ qty X \$5.00 = \$ _____

Extra Shirt _____ qty X \$10.00 = \$ _____

\$ _____ Total

(chk # _____, Cash _____, CC App.# _____) Rec'd / / \$ - Deposit

\$ _____ Extras

\$ _____ Balance Due

(chk # _____, Cash _____, CC App.# _____) Rec'd / / \$ _____ PAID OUT

(Photocopy all checks & credit card receipts-Staple to party plan sheet) initials _____

Invitations Pick-up Date: ___ / ___ / ___

Deposit Due (2 weeks prior to party date): ___ / ___ / ___

Additional Info. Or Instructions:

Added to Address Book _____