

Bonus Tips

- ☐ Arrive 15-20 minutes early
- ☐ Share a packing list ahead of time
- ☐ Keep everyone updated with one group message
- ☐ Most importantly - have fun together!

Day-Of Timeline

Arrive _____
Adventure _____
Food/Cake _____
Party Ends _____
Clean Up By _____

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BIRTHDAY PARTY PLANNER

Birthday Child

Date

Time

Location

Est. Attendance

Before Booking

- ☐ Choose Go Ape location
- ☐ Check age, height, weight, & supervision requirements
- ☐ Choose your Adventure
- ☐ Pick a date & time
- ☐ Book your party
- ☐ Check available party add-ons
- ☐ Confirm your final guest count

Confirmation Number _____

Guests & Invitations

- ☐ Create guest list
- ☐ Send invitations
- ☐ Include location, date & arrival time
- ☐ Share what to wear & bring
- ☐ Share waiver info with parents
- ☐ Track RSVPs
- ☐ Confirm final headcount

Party Details

- ☐ Choose cake/birthday treat
- ☐ Plan food & drinks
- ☐ Pack serving supplies
- ☐ Check food allergies/dietary needs

Party Extras

- ☐ Goodie bags
- ☐ Go Ape merch
- ☐ Decorations/birthday banner
- ☐ Presents
- ☐ Camera/phone for photos
- ☐ Thank-you notes

Before You Go

- ☐ Fully enclosed shoes
- ☐ Weather-appropriate clothes
- ☐ Long hair tied back
- ☐ Water bottles
- ☐ Sunscreen & bug spray
- ☐ Waivers completed