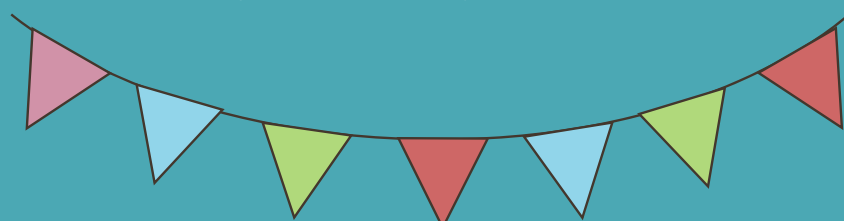


QUESTIONS TO ASK YOURSELF  
WHEN PLANNING A

*— Surprise Party —*

*A beginner's checklist by Ronald G. Shapiro*



- When is the party?
- What is the location?
- What is your budget?
- Who will be invited?
- Do you want to feature the honoree on the invitations/signs?
- How will you ensure your guest of honor will be available?
- How will you ensure other guests will be available?
- What is the theme?
- How will you arrange theme-inspired clothing for the honoree?
- What kind of refreshments will be served?
- Who will prepare the refreshments?
- What activities will you be doing?
- Who will be taking photos?
- Who will be taking videos?
- What will your photo album look like?
- What photos do you need to collect prior to the event?
- Will you have a card, poster, book, or t-shirt for guests to sign?
- Who will help you with all the details?
- Is everything you have planned safe and healthy?
- Will the honoree and guests enjoy everything?