

KOHL CHILDREN'S MUSEUM

PARTY PLANNING

CHECKLIST

This checklist will help you keep track of the items you will need for a great party:

FOOD AND DRINK

- Refreshments
- Juice/Pop
- Cake
- Ice

Included in KCM Deluxe party:
Cupcakes (one per child)

- Cooler (*the Museum cannot offer refrigeration*)
- A wide range of food and drink can be handled by **Cosi® Café**. Please call **(847) 832-6926** or e-mail Cosi's Catering Manager at **XCB00177@getcosi.com** for more information.



TABLEWARE

- Napkins
- Cups
- Plates
- Cutlery
- Tablecloths
- Serving Utensils

Included in KCM Deluxe party:
Paper plates, napkins, one table cover

BIRTHDAY CAKE ITEMS

- Birthday Candles (*these are the ONLY permissible open flames*)
- Matches/Lighter
- Knife/Cake Cutter

PARTY ITEMS

- Decorations
- Tape (*painter's tape only*)
- Mylar Balloons only (*no latex balloons allowed*)

MEMORIES

- Camera and Extra Batteries

CLEAN-UP

- Extra Containers
- Aluminum Foil

