

Houston Zoo Birthday Party Checklist

Two weeks before the party:

If desired, submit the following request to Special Events Department

- Animal Experience request
- Face Painter request
- Airbrush tattoo artist request
- Greeter request

5 days prior to the party:

- Get an exact head count from your guests, request any additional admission tickets
- Order any desired carousel tickets
- Place food and beverage order if you are not bringing in your own
- Make sure all of your guests have their Zoo admission tickets
- Check your camera(s). Buy batteries or charge camera if necessary

Party Day:

- Tickets for you and any guests you are bringing with you
- Extra carrier bags to put presents in to take home
- Cake
- Cake knife
- Cake candles
- Cake matches/lighter
- Cake plates
- Party food and/or beverage you are bringing
- Serving utensils and dishes
- Cooler and ice for beverages or food that needs to be on ice
- Cups
- Napkins
- Utensils
- Pen and paper to write down the gift that each guest brought
- Centerpieces or décor for tables
- Sunscreen
- Food boxes, zip locks or extra plates and tin foil for left over food and cake