

Birthday Event Setup Details

Date: **November 20, 2023**

Time: **2:00 PM - 5:00 PM**

Location: **123 Celebration Lane, Party Hall A**

Setup Requirements:

- Tables: 5 round tables for guests
- Chairs: 50 folding chairs
- Decorations: Balloons, banners, and table centerpieces
- Cake Table: A separate table for the birthday cake
- Sound System: For music and announcements

Food & Beverages:

- Finger foods: Mini sandwiches, sliders, and veggie platters
- Desserts: Cupcakes and a birthday cake
- Beverages: Soft drinks, water, and juice

Entertainment:

- Magician performance at 3:00 PM
- Games corner for kids

For any inquiries, please contact: **(555) 123-4567**