Sign Up Queen

Classroom Party Sign-Up Sheet

Create this sheet online, free

EVENT _____ DATE _____

PLACE _____ TIME _____ QUESTIONS? CONTACT _____

Print your name on an open line and add a phone number or email so the organizer can reach you.

ITEM OR JOB	NAME	PHONE OR EMAIL	NOTES
Juice boxes (24-pack)			
Fruit or veggie tray (serves 12)	1		
	2		
Cupcakes (1 dozen)	1		
	2		
School-approved wrapped snacks (24 servings)			
Paper plates, napkins and cups for 24			
Craft station helper Time _____	1		
	2		
Game station helper Time _____	1		
	2		
Cleanup helper Time _____	1		
	2		
Other _____	1		
	2		
	3		