

Party Accessory Instructions

Poster

Print out poster on 8.5x11 paper. Use for party decorations.

Coloring Sheet

Print out coloring sheet on 8.5x11 paper. Color in shapes to create your own posters.

Name Tags

The name tags are supplied in two formats: Microsoft Word for printing on labels, and Adobe Acrobat for printing on paper and cutting out.

Names can be typed in tags by clicking on tag. A flashing cursor should appear. Type in names and print out name tags on Avery 5895 or 5395 labels. You can also hand-write names. 8.5x11 paper can be substituted for labels. Cut each tag out and attach with tape.

In the Word version you can change the type style, size and color to whatever works best for you. Be creative!

Place Cards

Names can be typed in place cards by clicking on card. A flashing cursor should appear. Print out on 8.5x11 paper. You can also hand-write names. Cut out along lines and fold to make a standing card.

Mailing Labels (MS Word)

Names can be typed in labels by clicking on label. A flashing cursor should appear. Type in name and address. Print out mailing labels on Avery 5160 or 5260 labels. You can change the type style, size and color to whatever works best for you. You can also hand-write names and addresses. Labels can also be used for return address labels.

Gift Record Sheet

Print out gift record sheet on 8.5x11 paper. Use it to keep track of who bought what gift and who has received thank you cards.

Invitation/Thank You Card

Information can be typed in designated area or hand written after printing. Print out invitation on 8.5x11 paper and trim along the line ½ inch in from paper's edge. Fold twice so card front panel faces outside and inside panel is visible when card is opened. Cards are sized to fit in #5 Baronial 4-1/8" x 5-1/2" envelopes.

Clown Picture Card (Carnival theme only)

Print out clown picture card on 8.5x11 paper and cut out the oval center. Take Polaroid photographs of the birthday parties and use the cutouts as a matte for the photo.