

Please email your request to [birthdays@zeum.org](mailto:birthdays@zeum.org) or  
 fax your request to 415-820-3330 for processing.

CONFIRMED PARTY DATE    /    /     
 11-12:30                      1:15-2:45                      3:30-5

**BIRTHDAY PARTY RESERVATION CHECKLIST**

**Contact Name:** \_\_\_\_\_ **Celebrant's name:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_ **Alternate Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Reservation Date and Time:**                      Saturday                      Sunday

11:00-12:30                                              1:15-2:45                                              3:30-5

**Number of Kids:** \_\_\_\_\_ **Ages:** \_\_\_\_\_ **Number of Adults:** \_\_\_\_\_

Party Options Requested	Qty	Cost of Package
Basic Party (225) (275)		
Royal Treasure(450)(500)		
Wacky Movie Party (500) (550)		
Pirate Adventure Party (450) (500)		
Music Video (450) (500)		
Animate or Character (500) (550)		
New Zeum Membership (70)		
Carousel Package (40)		
Membership Discount (-50)		

**COST:** \_\_\_\_\_

(Office Use Only)	Date	Notes
<b>Date/Time confirmed with Contact</b>		
<b>Reservation added to Google Calendar</b>		
<b>Zeum Membership confirmed (if member)</b>		
<b>New Membership information filled out (if becoming member)</b>		
<b>Reservation added to Weekly Email</b>		
<b>Deposit Received</b>		
<b>Payment entered into ProVenue</b>		
<b>Confirmation letter and materials sent</b>		
<b>Payment checked in ProVenue</b>		

How did you hear about Zeum Birthday Parties?

<input type="checkbox"/>	Friend/Word of Mouth
<input type="checkbox"/>	Attended a Birthday Party at

<input type="checkbox"/>	Zeum
<input type="checkbox"/>	Visit to Zeum
<input type="checkbox"/>	Website
<input type="checkbox"/>	Radio
<input type="checkbox"/>	Fair
<input type="checkbox"/>	TV
<input type="checkbox"/>	Periodical
<input type="checkbox"/>	Z-Mail

<input type="checkbox"/>	Other
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**SUBTOTAL:** \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_

Attention Cashier:

**NOTES:**

(Extras: Goodie Bags, Face Painting, Extra Guests , etc.)

Number of youth: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Extra \$ paid day of: \_\_\_\_\_