

**Itty Bitty Bakers**  
**Party Intake Form**

*(Please print form, answer questions and then scan and email back. Alternatively, you may copy and paste the questions into an email and answer them that way.)*

Parent(s) name:

Birthday child's name/age:

Email address:

Cell phone number:

Desired date and time of party:

Address of party location:

Does location have a functioning oven?:

Desired party package (cupcake decorating, pizza making, etc.):

Desired party package add-ons:

Party theme:

Number of children attending party (approximately):

Any known food allergies for birthday child and/or guests:

Any additional comments or important information:

**BELOW TO BE COMPLETED BY IBB:**

Total cost of party:

\$100 deposit paid?:

Date deposit was paid:

Balance owed on or by date of party: