

CLASS PARTY

check list

Party To-Do List

- AGENDA:**
 - games: _____
 - food/drinks: _____
 - teacher gift ideas: _____

- GATHER PARENT CONTACT INFORMATION AND SET UP EMAIL DISTRIBUTION LIST**

- SEND OUT AN INFORMATIONAL EMAIL TO CLASS PARENTS. INCLUDE INFO ABOUT:**
 - volunteering for prep work (games/crafts)
 - day & time of party
 - how to send in money and/or donate items for party
 - ask for volunteers the day of the party
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- SEND OUT EMAIL REMINDERS**
 - week before the party
 - day before the party
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- CONTACT A PARENT TO BE THE PARTY PHOTOGRAPHER**

- SHOPPING & PREP**
 - shopping list: _____
 - confirm with parent volunteers about prep for games or crafts
 - email a schedule of assigned tasks to volunteers

- DOUBLE CHECK WITH TEACHER ABOUT WHEN TO ARRIVE FOR SET-UP & ANY RESTRICTIONS**

- TEACHER'S GIFT**
 - collect money
 - buy or create a gift
 - buy or make a card & have the class sign it
 - present the gift at the end of the party
 - take a class picture

- DAY OF PARTY**
 - set up food table
 - set up craft station
 - set up game stations
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