



PARTY HOST GUIDELINES

Host: _____

Party date/time: _____

All about your Birthday Blessings child:

Name: _____ Age: _____

Parent(s) name(s): _____ Phone: _____

Number of guests expected: _____ adults & _____ children

Meal selected (circle one): PIZZA -or- HOT DOGS (will be in warmer for you)

Key and Pizza Pick-up:

- FLC entrance door will already be unlocked. -or-
- Pick up and sign out keys to FLC entrance and ball room from church office before Friday. Call ahead to verify: 616-866-2308.
- Pick up _____ pepperoni pizzas at Little Caesar's on the corner of 10 Mile and Northland Drive. Pre-paid cards attached. Can pick up prior to party or leave to do.

Gym Prep:

- Arrive at church 20-30 minutes prior to party start time.
- Party set-up will be completed for you already! (Note empty party bin.)
- "Birthday Blessings" party bin with supplies and cake will be on kitchen counter ready for you. If needed, extra labeled supplies are in the kitchen storage closet.
- Tape up "Birthday Blessings" Party Hat sign on the kitchen entrance door and tape banner across front of kitchen counter.
- Set up _____ rectangular table(s) across from the kitchen (move aside pub tables/stools).
- Put on tablecloth, set the table, and decorate table. Supplies in kitchen ready to go!
- Set up "meal buffet" in kitchen window with food, juice, chips, condiments, cake, etc.
- Set up one small card table to use as birthday gift, goody bag, and family gift table.
- Set out a few balls of various sizes on the gym floor ready for the kids to see!

Party Time!

- MEET AND GREET THE CHILD AND FAMILY** to go over "flow" of the party. Encourage the family to leave their info on the Birthday Blessings clipboard.
- KIDS CAN PLAY** for first 40-60 minutes or so! Suggested games bin with instructions and games binder available.
- PRAY AND EAT!** See the special Birthday Blessings prayer card for guidance.
- OPEN BIRTHDAY GIFTS!** Can get cake/candles and ice cream ready to go!
- CAKE (or Cupcakes) AND ICE CREAM!** Ice Cream in freezer, don't forget to light candles and sing!
- HAND OUT GOODY BAGS TO ATTENDING CHILDREN!** If extras, put back in BB bin.
- GIVE FAMILY THEIR GIFT BAG** (and any extra food, cake, and ice cream)!

Post-Party Cleaning and Lock-Up (check one):

- Clean up gym, kitchen, bathrooms; put tables back in storage; put extra supplies/goody bags back in bin; and make sure to lock up!
- There is another Birthday Blessings party scheduled after yours at _____. Do light clean-up, wash tablecloth, keep out decor, and do not lock up.