

Birthday Parties



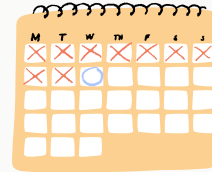
at Total Arts!

1

BOOK YOUR PARTY

2-3 months in advance

Fill out the Party Request Form
Pay your party deposit
Confirm your date, time, and # of invited guests
Receive your custom invitation



CONTACT INFO

Email or call us with questions
978-854-5140
totalarts.parties@gmail.com

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PLAN PARTY DETAILS

4-6 weeks in advance

Send out your invitations & create guest list
Communicate your activity choice & color selection
Read over and initial/sign Total Arts! party documents
Plan your cake, drinks, goodie bags, and any additional food



3

CONFIRM PARTY DETAILS

1-2 weeks in advance

Confirm your activity choice
Confirm your color combination selection
Confirm your final headcount (no later than Wednesday prior)
Complete your guest list with emergency contact information



4

ON PARTY DAY

Party family arrives 30 minutes early
Bring your guest list with emergency contact information
Bring your cake, drinks, and any additional food or decorations
Go over party expectations with Total Arts! staff upon arrival



Total Arts!

Creative Arts Workshops

www.total-arts.com