



It's Party Day!



THE WEEK OF THE PARTY

Guests: confirm your final headcount no later than Wednesday afternoon for week-end parties

- remind your guests that doors open 5 minutes prior
- encourage guests to “dress for mess” (An art party!)

Guest List: a completed online guest list must be filled out ahead of the party

THE DAY OF THE PARTY

Birthday Family: plan to arrive 30 minutes ahead of time to set up any food or additional decorations and to review the expectations for the event

Balance due: the balance is due at the party and is based on the final headcount provided even if not everyone shows up. It can also be paid in advance.

GENERAL EXPECTATIONS

Total Arts staff will lead a collaborative art project and the main activity for approximately 1 hour

- Only the host family and adults assisting guests under 5 years will be allowed in the party room during the main party activity. All others must wait in the front room area until the activity is complete.
- Remaining time is for **family-led activities** such as serving food, taking photos, & handing out goodie bags. Total Arts staff may be available to assist with these family-led activities as needed.

The host family is ultimately responsible for the behavior of party guests and others who stay onsite during the party

- Children are expected to be respectful of Total Arts staff, spaces, and materials.
- Please keep in mind **we are primarily an art studio, not a play space.**

After the party, the host family is only responsible for cleaning up their own belongings

- Total arts will clean up the party venue. No guests or family members should assist with the putting or throwing away of decorations, materials, tableware, or supplies that belong to Total Arts.
- Any time onsite over 15 minutes past the party end time will be subject to an additional \$50 per quarter hour unless the extended time is due to the Total Arts! planned activities running longer than expected.

