



# Total Arts!

Creative Arts Workshops

## Total Arts! Helpful Party Planning Tips

Please read and review this information and contact us with any questions

### Invitations

Send out invitations 4-6 weeks in advance of your party date (email or in person)

- Use the Total Arts! custom invitations included with your party fee!

Follow-up with party guests 2 weeks before your party to begin to get a final head count

### Decorations & Tableware

Total Arts! provides solid color decorations (Deluxe parties have additional decorations included)

You may bring additional decorations with access 30 minutes before the party to set up

Total Arts! provides coordinating tableware and tablecloths for party guests

Families should provide tableware for non-participating siblings and parents

### Food and drinks

Families provide all food & drinks for the party for Family, Classic, & Premium levels

\*Deluxe package includes pizza, ice cream, & drinks for party guests

All families are responsible for bringing their own birthday cake or cupcakes

### *Please do not bring:*

Sparkler candles

Alcoholic beverages of any kind

Drinks to be poured into cups (juice, soda, etc.)

Excessive amounts of additional food for guests, adults, &/or non-participating siblings

*(There is generally not time for additional food beyond pizza, cake, & ice cream)*

Slow cookers or food requiring hot plates

Food requiring additional onsite preparation

Popcorn, gum, and other snacks or treats that crumble and/or leave a mess

### Local pizza recommendations

We recommend a delivery time about 30-45 minutes into the party, or you can do pick-up.

**Giovanni's:** 525 Lowell St. Peabody, MA 01960, (978) 535-1222

**(NOTE: There are 2 Giovanni's on Lowell Street in Peabody. Be sure to call this one!)**

Giovanni's delivers and is open on Saturdays and Sundays

### General information

We are fully wheelchair accessible.

The main party activities take place in our larger back room.

The front room is available for parents & non-participating guests.

The maximum number of people allowed onsite for a party is approx 40 (guests, siblings, & adults).

There is a small fridge & freezer for food storage, but no kitchen access for food prep or cooking

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