

ROOM PARTY PLANNING CHECKLIST

- ***THREE WEEKS BEFORE**
 - Contact the other room party volunteers and plan for the party.
 - Decide on a theme (Halloween, Snowmen, etc.) if you want one. Make, borrow, and buy any decorations or music you may need to fit the theme. Look for craft ideas, games and other activities.
 - Line up any help you may need. A note will be sent home to parents asking for non-edible treat donations for the parties.

- ***TWO WEEKS BEFORE**
 - Check on supplies. Share the list with other room party volunteers and decide who can bring what. The classroom teacher may be able to send home a sign-up sheet to seek out help with additional supplies.
 - Pick a playlist. Music always makes a party more fun.

- ***ONE WEEK BEFORE**
 - Submit room party agenda to classroom teacher for teacher and principal approval.
 - Set the stage. Take a mental walk through the games and activities planned. (Setting up stations around the room for the kids works well). Do you have enough space? Can students move around easily?

- ***ONE DAY BEFORE**
 - Finish any prepping for games and activities.

- ***DAY OF THE PARTY**
 - Arrive early enough to park and wait in the atrium until room party volunteers are dismissed to the classrooms.

HAVE FUN!