

Class Party Checklist

Thank you for assisting and supporting the classroom teacher with planning, gathering of materials, and securing volunteers for class celebrations and events. We ask that you refer to the following checklist when working with the classroom teacher on these special occasions.

_____ What activities will be occurring during the party?

_____ What materials do I need to gather for the party activities?
(Please be mindful that food should be one component of the party rather than the focus or main event.)

_____ What food allergies or dietary restrictions need to be considered?

_____ What is the *Giveback Station* for the class party?

_____ What materials do I need to gather for the *Giveback Station*?

_____ How many parent volunteers are needed?

_____ What date and time do the materials need to be delivered to the classroom?

_____ What time should the volunteers arrive at the classroom?

_____ How long is the party expected to last?

Start Time: _____ Ending Time: _____