

PARTY!



This guide can
help you throw an
inclusive party.

It's actively trying
to make your life
easier.



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10. Party!

1. Preface

The goal of this little helper is to start a party tradition.
Parties are a contribution to a beautiful and happy life together.

At parties, we can let down our guard and celebrate!
We can celebrate ourselves and the life.
We can forget about everyday life.

Celebrations and parties bring us together
and support co-operation.

With this planner, you can plan parties in L'Arche Śledziejowice.
They shall support better awareness in the town.

Together with the neighbours, parties can be celebrated.
It can become a neighbourhood tradition.

The project aims to break down fears.
Parties shall introduce all the people to each other.

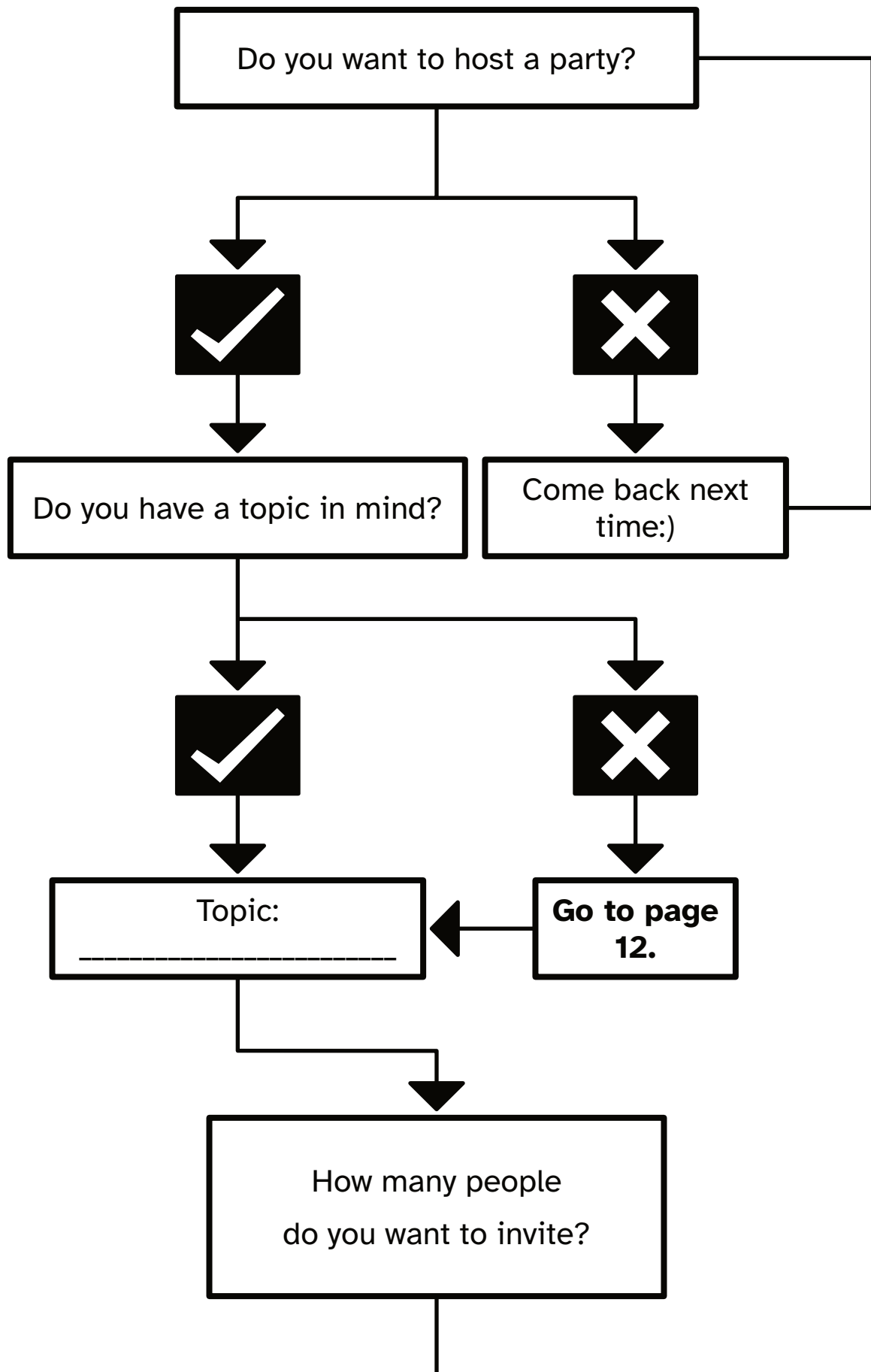
Communities and neighbors have many positive effects.
Who knows when and for what people will need each other.

Traditions like this can help with greater acceptance.
People disabled by their environment within society can be
involved better.

Change happens slowly.
Change needs small starting points everywhere.
This project aims to provide starting points.

Have fun celebrating!

The book will lead you through your party planning!



Preparation



Team: Overview (**Page 10,12**)

Follow the plan and see what
people are doing, help them with their tasks!

Divide tasks! **Page 42.**

You should be
at least 3 people
planning things.

You should
be at least 5
people.

You should be
more than 5
people.

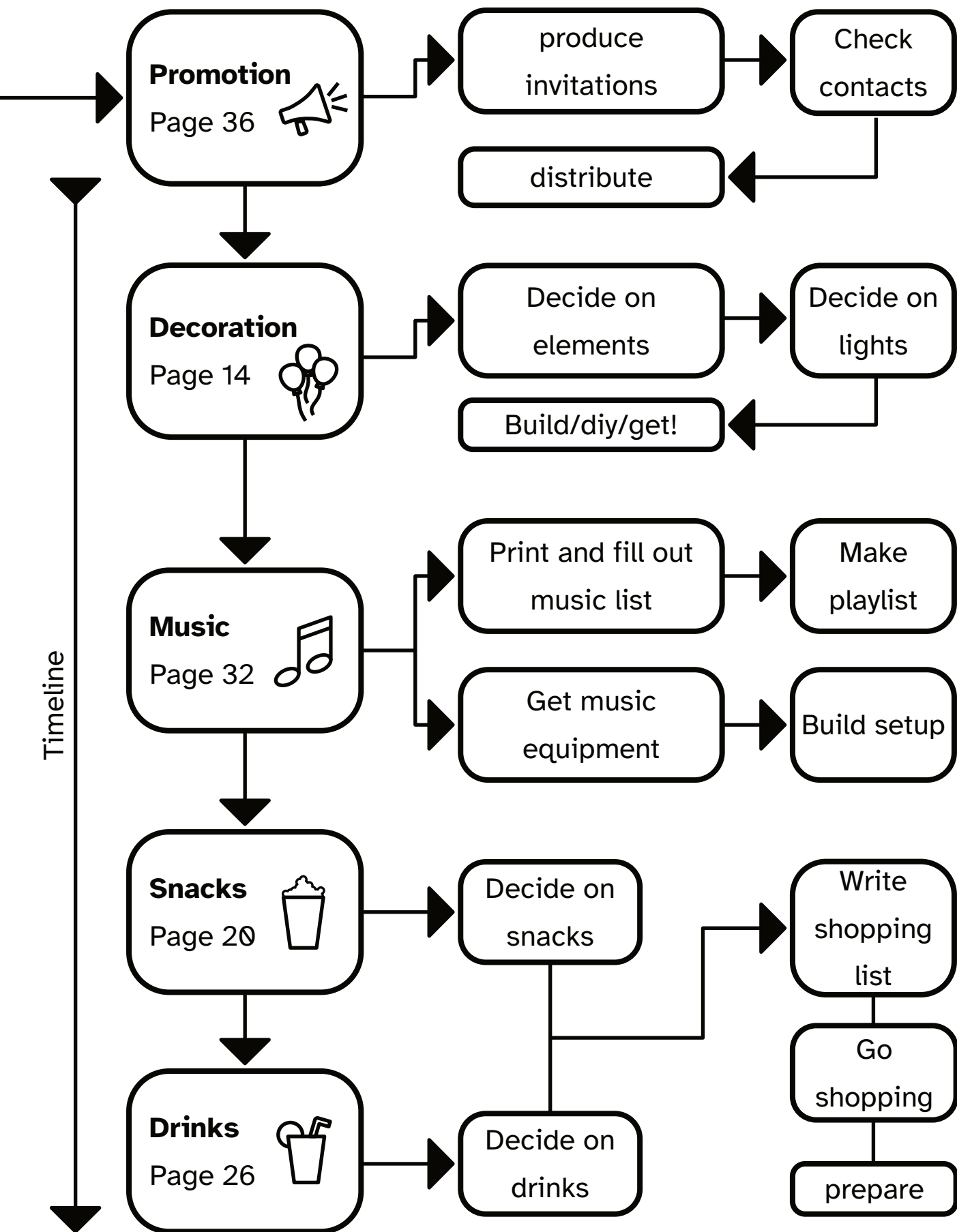
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20-40

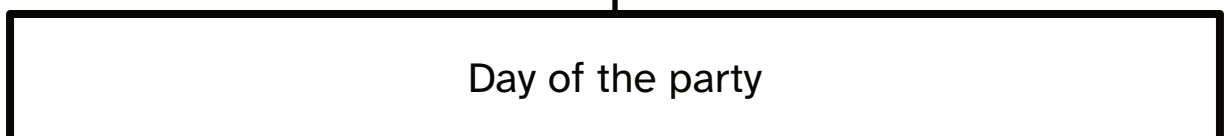
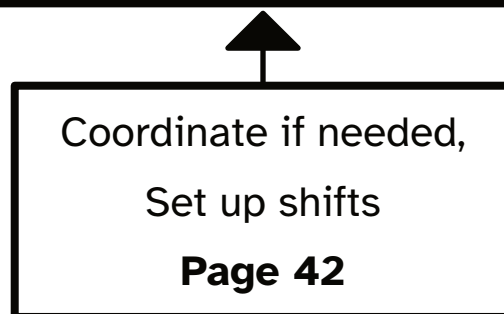
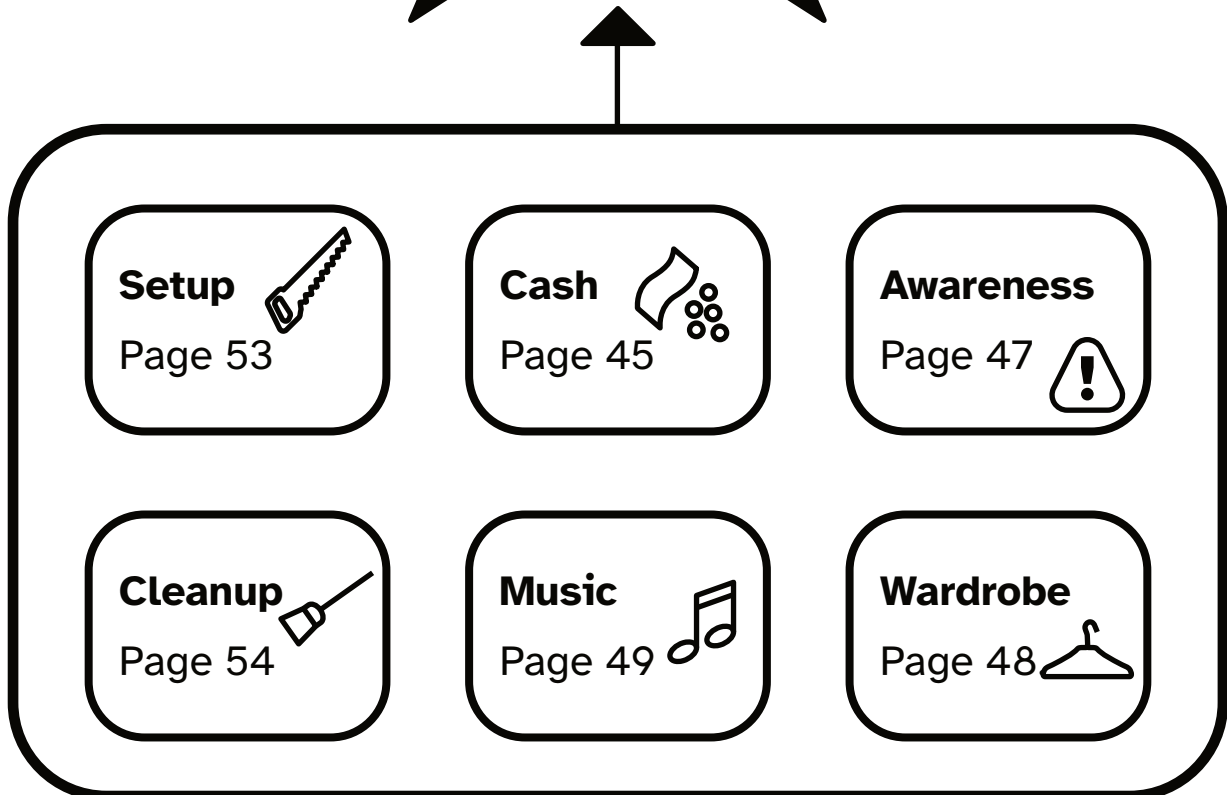
40 or more

Not sure? **Go to page 13.**

Preparation



Preparation



Party Day

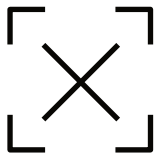
2. Overview



Cou can use those pages to sketch a rough plan of the room you're planning to have the party in.

You can cut out those icons and place them on the plan:

:



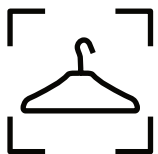
You can mark where the **lights** are going to be.



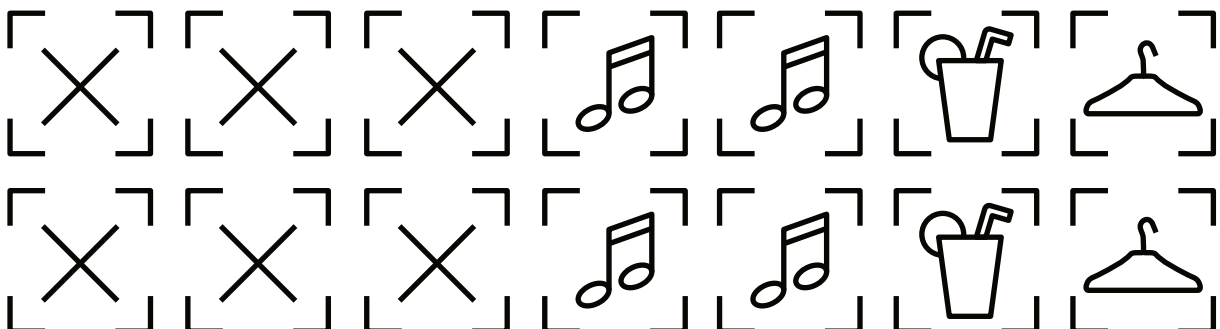
You can mark where the **speakers** are going to be.



You can mark where the **bar** is going to be.



You can mark where the **wardrobe** is going to be.



Map



3. Frame-work



Date: _____

Time: _____

Topic: _____

Entrance Fee: _____

For the choice of everything, you can focus on a party topic that you decide on together with all the other organizers.

It can be about a certain season, a birthday or a holiday you want to celebrate.

You can also just make up topics like colours, animals or a certain type of music.

You can try to match the decoration, the food and your invitations to that.



Kind	Own choice	recommended amount			
		0-20	20-40	40-XX	/Person
Crisps		4	7	10	~ 0.2 Bags
Fingerfood small		40-60	80-120	100-180	3
Fingerfood medium		30-40	60-80	100	2
Fingerfood big		20	40	XX	1
Fruits		30	60	80	1.5
Beverages		60	120	180	3
Cocktails		60	120	180	3
Cups		40	80	120	2
Coat hangers		20	40	80	1

4. Deco·ration



Decoration helps you to bring your guests into a good mood.
Decoration ties in the atmosphere you want to have.

Decoration are not only elements
you put into your rooms but also lighting.

On the following pages, you will find templates for a garland.
You can think of more decorational ideas yourself!

For lighting, you should always try to think about
what kind of party you want to have.

You can introduce some coloured lights
as well as non coloured lights.

It is important to keep a low profile
and leave areas with low stimulation!

Garland



- ☐ Scissors
- ☐ Stapler
- ☐ Prints of the next papers on white or coloured paper
- ☐ Brush
- ☐ Water
- ☐ Watercolours

- ☐ Print the next pages on coloured or white paper or think of different patterns, you can draw them on the templates.
- ☐ If you want to, colour the pages with water colour. Do any colour combination you want to do!
- ☐ Cut along the lines.
- ☐ Form a circle with one cutout and connect the endings.
- ☐ Stick the next piece through the circle and connect the endings again.
- ☐ Repeat!

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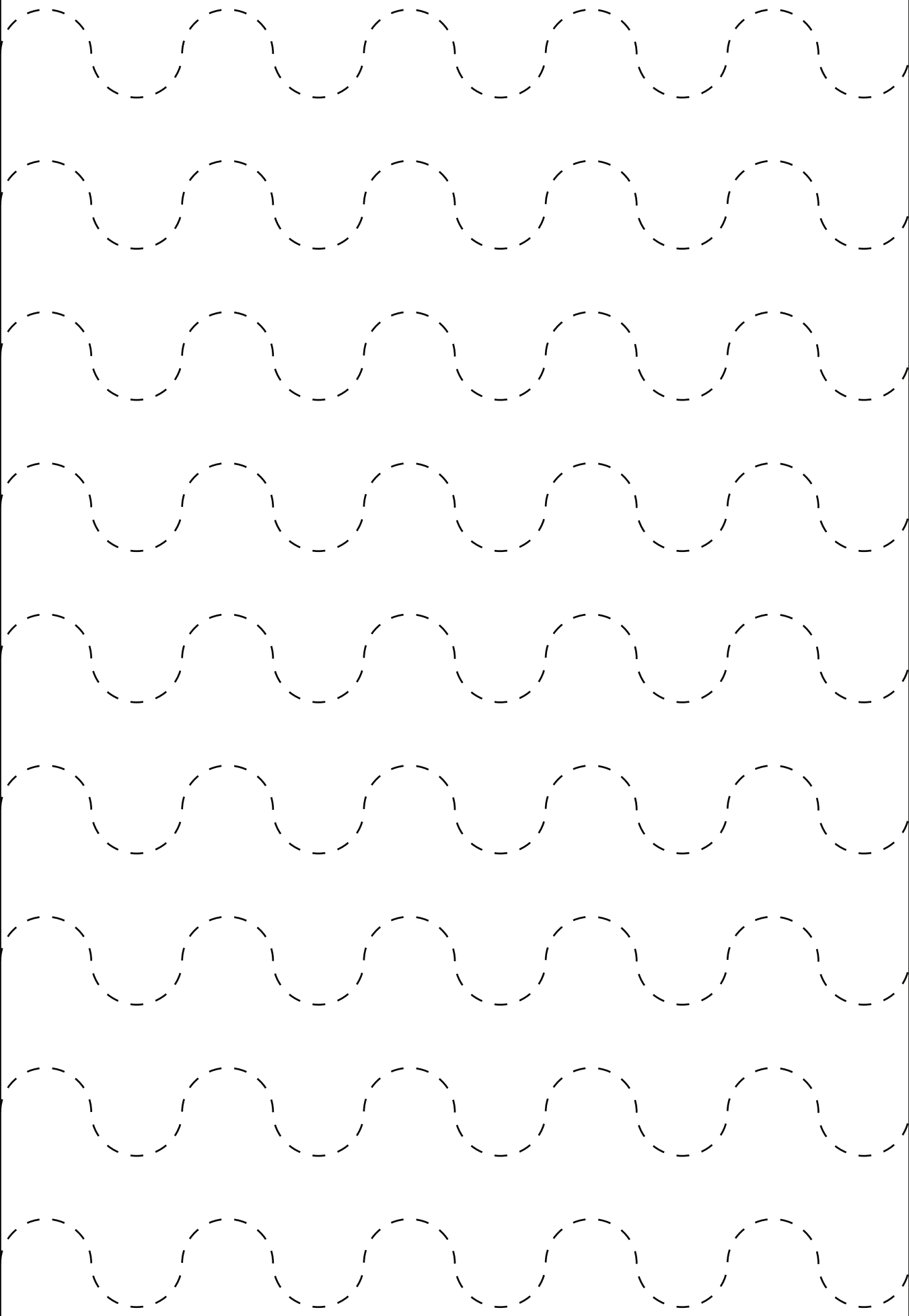


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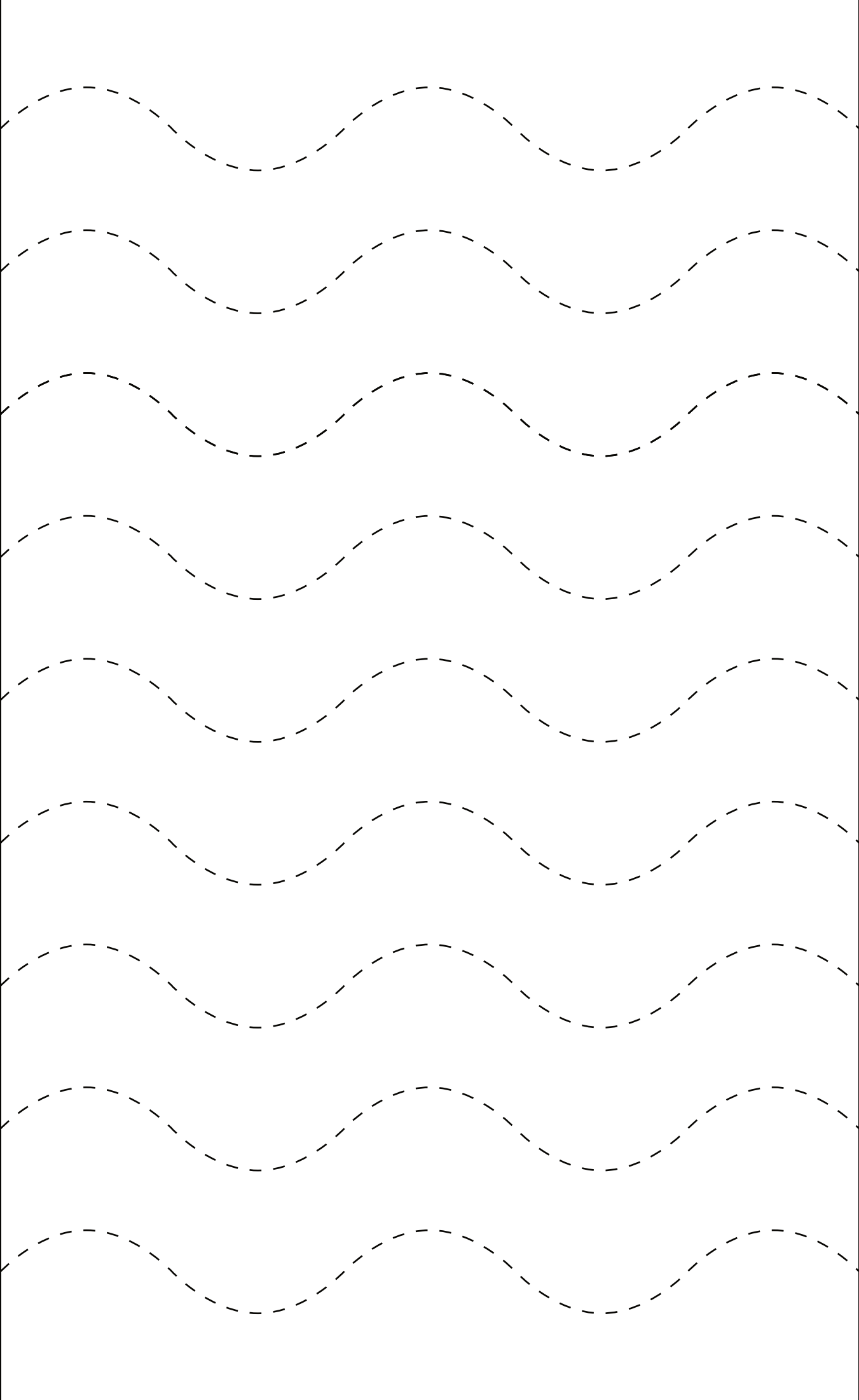
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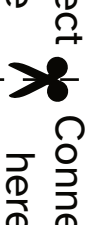
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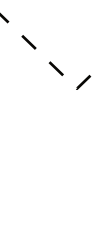
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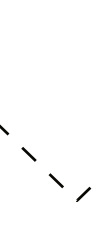
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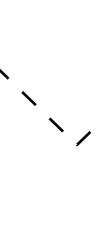
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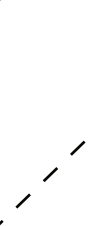
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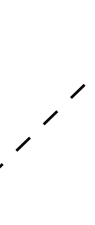
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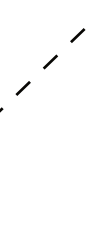
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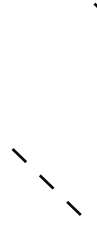
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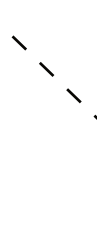
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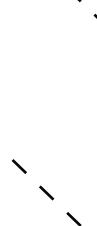
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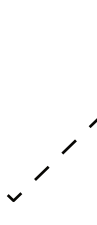
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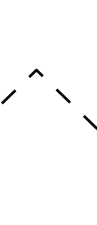
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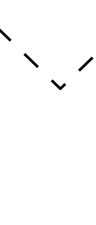
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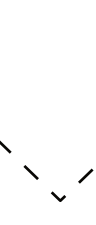
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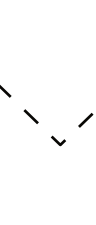
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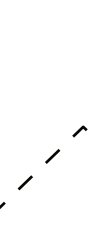
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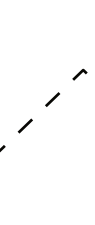
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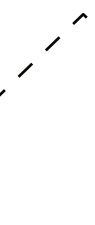
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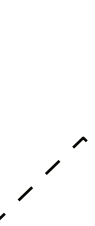
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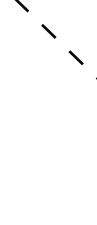
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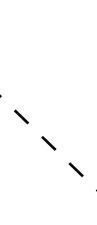
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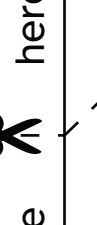
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5. Snacks



Food ties your party together.

People relax while eating and it fuels them for dancing.

It's very useful to prepare food that doesn't require plates.

You won't need to clean so much afterwards
and people got their hands free.

For amounts of food, you can orientate on the framework table.
On the next pages, you will find suggestions,
think of your own recipes as well!

There's also a page with food cards.

You can print as many of it as you need and cut the cards.

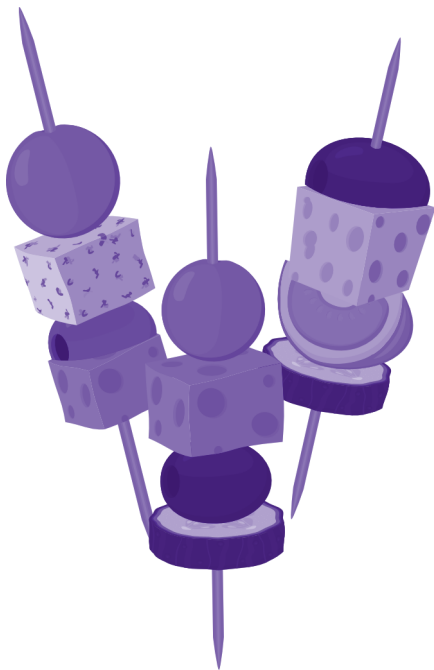
Keep in mind not everyone eats the same things,
add things like:

- ☐ vegan (no animal products)
- ☐ vegetarian (no dead animals)
- ☐ gluten free
- ☐ dairy free (no milk)
- ☐ halal (according to muslim food standards)
- ☐ Kosher (according to jewish food standards)

Cheese and Grape Skewers



Fingerfood small



- ☐ Skewers:
as many as you need (P. 13)
- ☐ Cheese
- ☐ Grapes

Adaption:

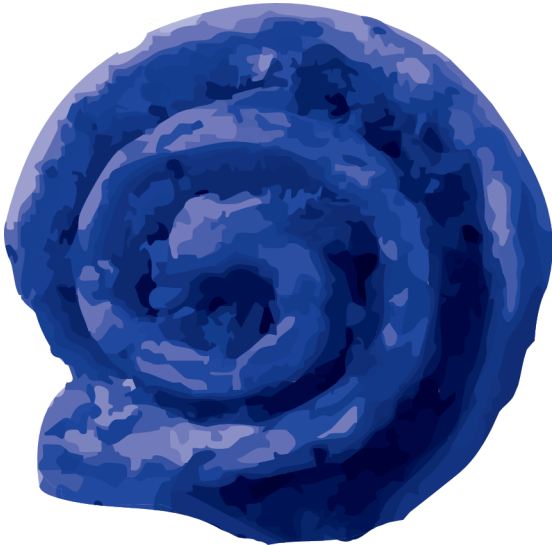
- ☐ Cucumbers
- ☐ Cherry Tomatoes
- ☐ Other things you can think of

- ☐ Cut the food elements into cubes that measure about 1 to 2 cm
- ☐ Stick the cubes on skewers in an order you like best
For instance: Grape, Cheese, Grape
- ☐ Arrange the skewers on a big plate

Pizza Snails



Fingerfood medium



Base:

- ☐ ready to use pizza dough
- ☐ Tomato passata: 200ml
- ☐ Oregano: 1 teaspoon
- ☐ Basil: 1 teaspoon
- ☐ Oil: 1 tablespoon
- ☐ Salt, pepper

Topping-options:

- ☐ Grated cheese: 150 gram
- ☐ Ham cubes
- ☐ Mushroom slices
- ☐ Onion cubes

- ☐ Preheat oven to 200 degrees celsius.
- ☐ In a bowl, mix tomato passata with oregano, basil, oil, salt and pepper.
- ☐ Spread the tomato sauce over the ready to use pizza dough
- ☐ Sprinkle your favorite toppings over the base.
- ☐ Roll the pizza dough and cut 2cm wide slices off it.
- ☐ Lay the snails flat on a baking tray and bake for 20 minutes.

12 Vegan Muffins



Fingerfood big



- ☐ 12 muffin papers
- ☐ Flour: 280 grams
- ☐ Baking soda: 1 package
- ☐ Sugar: 125 grams
- ☐ Vanilla sugar: 1 package
- ☐ Apple puree: 2 tablespoons
- ☐ vegetable oil: 100 ml
- ☐ Sparkling water: 150ml

Additional:

- ☐ Blueberries
- ☐ Chocolate chips
- ☐ Cranberries
- ☐ More fruits you like!

- ☐ Preheat oven to 200 degrees celsius.
- ☐ Mix Flour, Baking soda, sugar and vanilla sugar in a bowl. Afterwards, add apple puree.
- ☐ Add oil and sparkling water and mix everything until the mass is uniform. Add berries or chocolate if you like.
- ☐ Put the dough into muffin papers on a baking tray.
- ☐ Bake for 25 minutes.

Kind of food	Kind of food
Allergenes	Allergenes
Kind of food	Kind of food
Allergenes	Allergenes

Kind of food	Kind of food
Allergenes	Allergenes
Kind of food	Kind of food
Allergenes	Allergenes

6. Drinks



Drinks are something that elevates your party to the next level. People get thirsty from talking and dancing.

A drink in your hand is something to do with your hands when you still need some time to adjust to the atmosphere.

As drinks you can sell or give out cups with drinks from bottles, small bottles or elegant self made cocktails.

Cocktails are drinks that are mixed.

On the following pages, you can find recipes for drinks. Each recipe can be made with or without alcohol.

More recipes can be found online or in cocktail books. Decide what you're gonna do, buy and prepare the ingredients before the party.

At the party, you will only have to hand out and prepare the cocktails themselves.



List of cocktails

<https://iba-world.com/cocktails/all-cocktails/>

Mojito: Glas



- ☐ Mint: 8 leaves
- ☐ Brown sugar: 2 tbsp or more if you like
- ☐ 1 Lime
- ☐ Crushed Ice

Without alcohol:

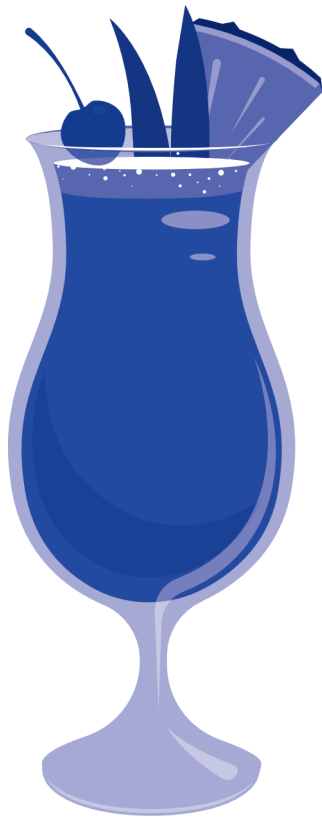
- ☐ lime juice: 30 ml
- ☐ Sparkling water: 70 ml

With alcohol:

- ☐ White rum: 50 ml
- ☐ Sparkling water: 50 ml

- ☐ Cut the lime in 8 pieces.
- ☐ Put lime, sugar and mint in a glass, press lightly.
- ☐ Fill up with liquids. Add ice until glass is filled.

Piña Colada: Glas



- ☐ Coconut Cream: 30 ml
- ☐ Pineapple Juice: 50 ml
- ☐ Lime juice

With alcohol:

- ☐ White Rum: 50 ml

- ☐ Pour everything together, blend very well. If you have, with an electric blender
- ☐ Serve in a glass with a piece of pineapple on top

Martini: Glas



- ☐ Tonic Water: 75 ml
- ☐ Martini Aperitif: 75 ml
(with or without alcohol)
- ☐ ice
- ☐ One piece of orange

- ☐ Put ice into a glass.
- ☐ Add the other ingredients.
- ☐ Stir carefully
- ☐ Serve with a slice of orange on top

Sangria: Jug



Without alcohol:

- ☐ Lemonade: 1500ml
- ☐ balsamic vinegar: 2 tbsp
- ☐ cranberry juice: 300ml

With alcohol:

- ☐ Wine: 1500 ml
- ☐ orange juice: 300ml
- ☐ ice cubes
- ☐ 1 small orange, sliced
- ☐ 1 small lemon, sliced
- ☐ 1 lime, sliced
- ☐ 5 strawberries, sliced

- ☐ Pour the lemonade (or wine), cranberry juice, orange juice and balsamic vinegar into a large pitcher jug and stir well.
- ☐ Add ice and the chopped fruit and mint in layers. Stir to combine.
- ☐ Serve in wine glasses, if you have.

Lemonade: Jug



- ☐ Fruit sugar: 100g
- ☐ Juice of 4 lemons
- ☐ Sparkling water: 1 litre

- ☐ Juice the lemons.
- ☐ Mix everything in a jug, sparkling water last
- ☐ Stir well, let sit for some time
- ☐ Serve in normal glasses

7. Music



Everyone wants to listen to their favorite music at a party.

To find out what everyone likes, it's best to have a list with all the songs people want to hear.

You can print the two „Music Wishes“ - pages several times and let everyone write down their music wishes.

If you want to play the music yourself, you can find someone with YouTube Premium, Spotify, Apple Music or similar Apps.

Each of those services provides a function for making playlists with all the songs you collected and play them in a good order.

A guide for this can be found on the next page.

If you can't find anyone who has those apps, you can also use Youtube on a computer.

If you install an adblocker like „uBlock origin“, you can watch music videos without advertisements.

Guides to help you with doing this can be found on the next page.



For playing the music, it's best to find a speaker.
Keep in mind to not put them on too loudly.

The speaker should be able to connect to your phone or a computer with a cable or without one.

If you don't know how to connect the speaker to a device, try to find someone who knows how to do that.

If you can't find anyone, follow the tips below.

You can either use your phone camera
to scan the code on the left
or type the letters on the right into a browser on a computer.

You can use subtitles in your language.



How to make a playlist on YouTube

<https://m.youtube.com/watch?v=lnyZv9Vslts>



How to connect a phone to a speaker

<https://www.youtube.com/watch?v=-f1-UUUWN0A>

Music wishes



Artist	Song

Music wishes



Artist	Song

8. Pro·motion



To be able to start a party, guests are very important.
Guests must be invited, so they know about the party.

You can invite them by just telling them,
with an invitation card,
with a poster
and with facebook posts.

On the next page, you can find a checklist
to help you not forget anyone.

When telling people, always tell them
if they can bring people
or if they should promote the party publicly.

On the pages after that,
you can find templates for invitations.

You can print the templates
and add your party details on the white space.
You can also just make your own invitations.

You can give them to people directly
or hang them in spaces where many people are.

Invitation List



Personal

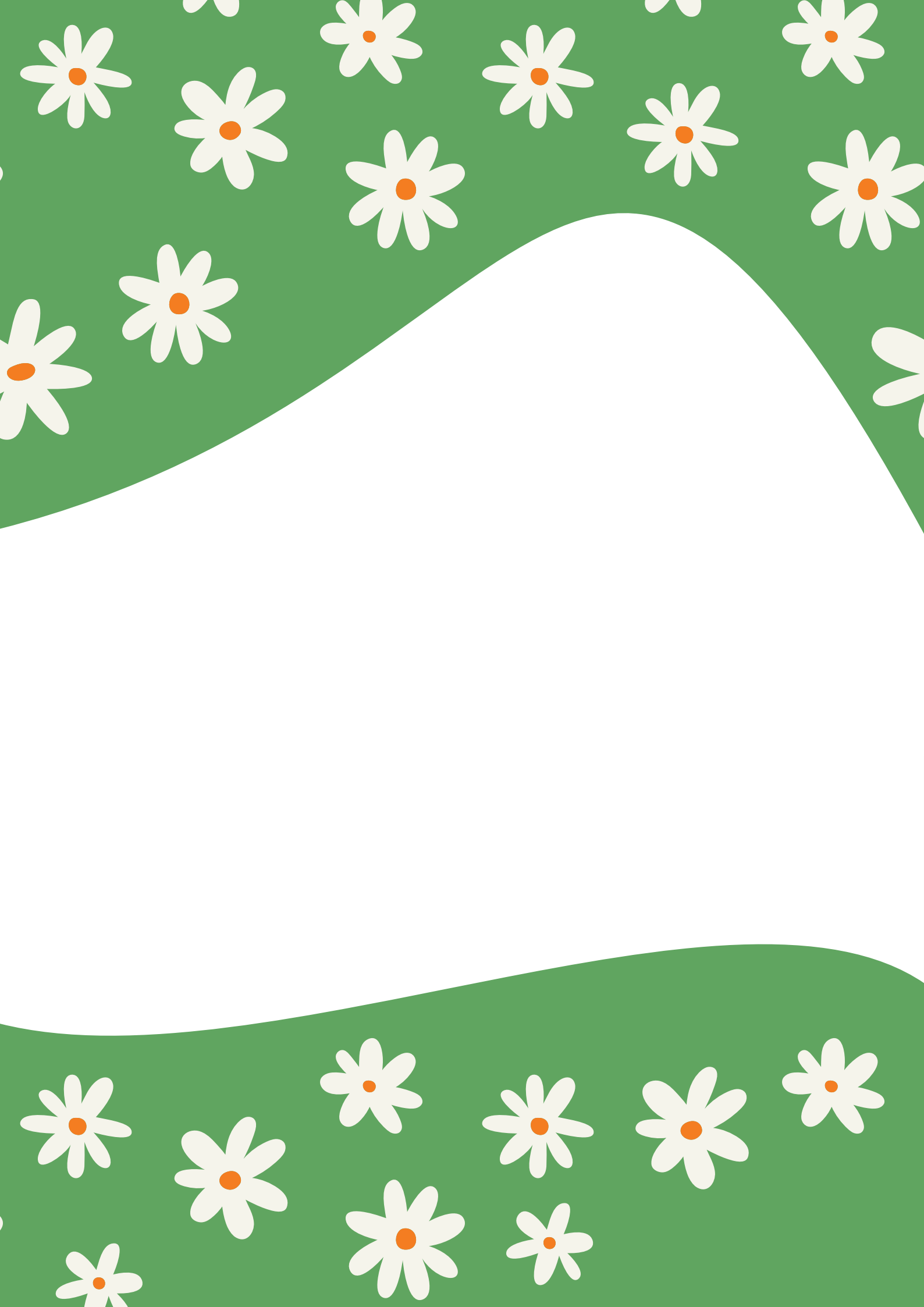
- ☐ Participants
- ☐ Families
- ☐ Therapists
- ☐ Neighbours

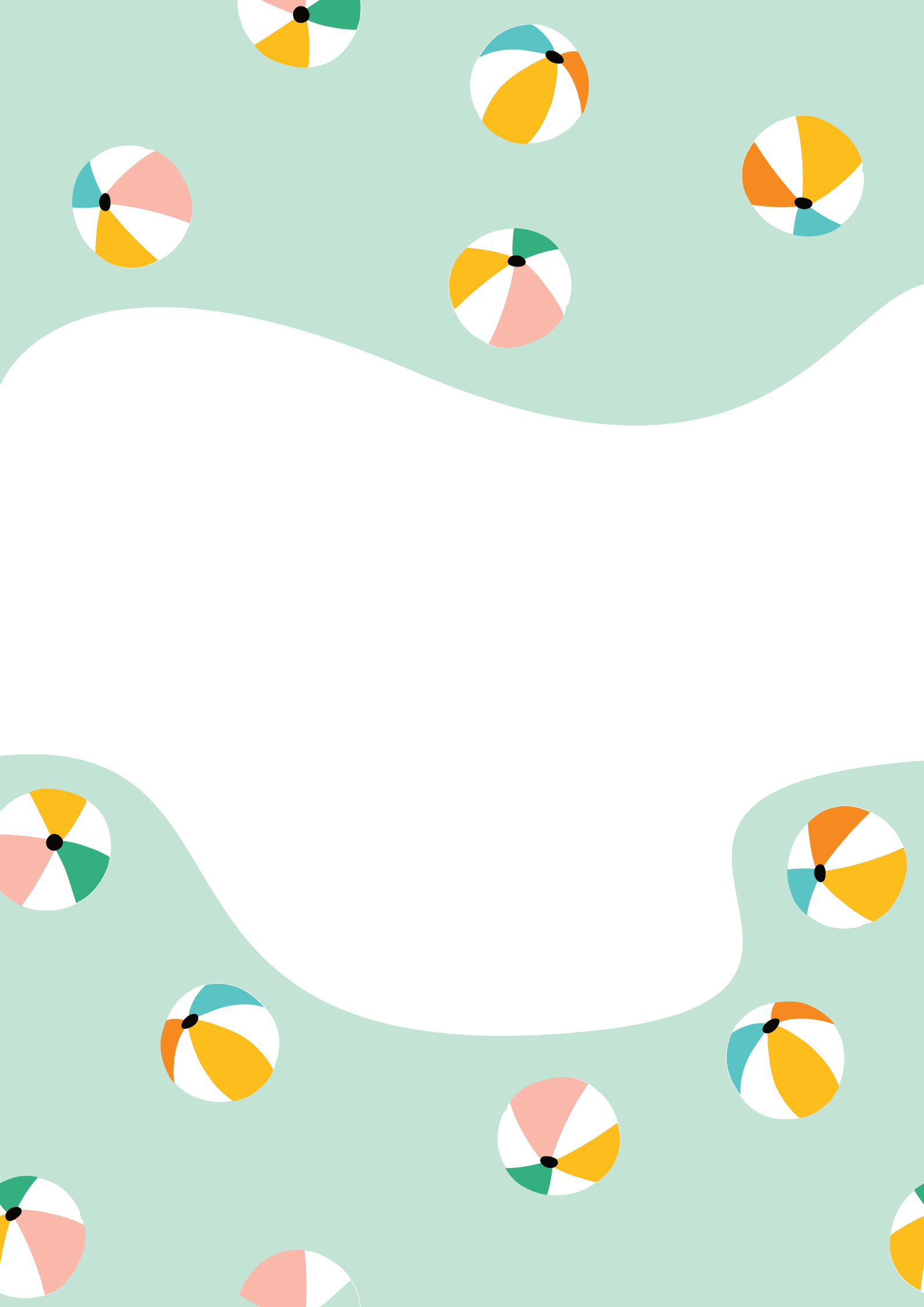
Public

- ☐ Church
- ☐ Local Government
- ☐ Facebook
- ☐ Instagram

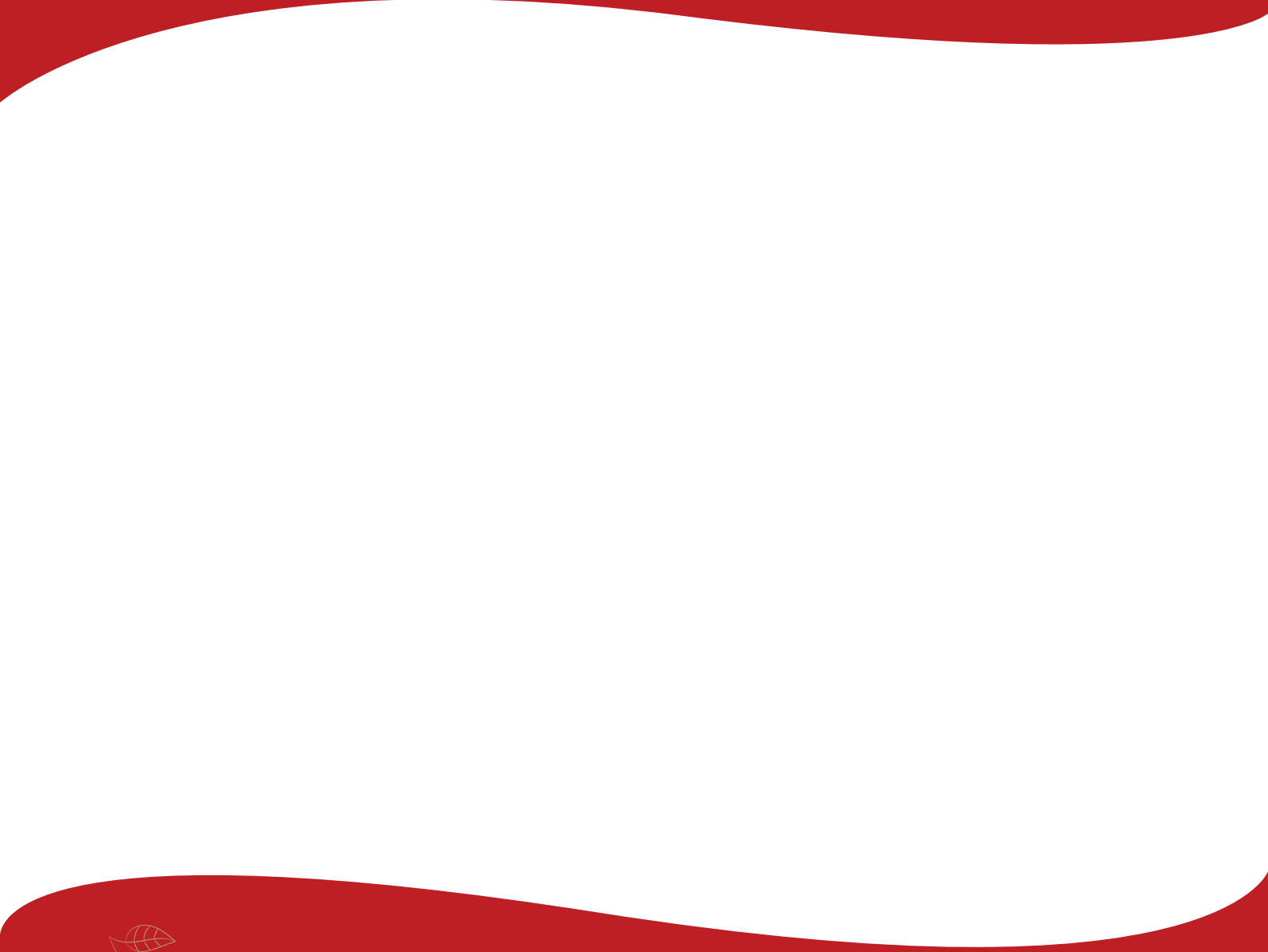
More

- ☐ _____
- ☐ _____









9. Teams



There are many things happening at a party.
It can be hard to always know what to do.

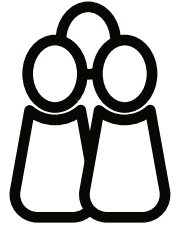
You can find check lists for teams on the following pages
Depending on how many people are helping,
try to form teams of 2 to 6 people.

Discuss beforehand, which tasks the people have.
Try to formulate the tasks as clear and exact as possible.

You can print the pages more than once if you have shifts.
One or two people should have the overview.

Try to collect all the names of the people
that are doing something on the next page.

Who is doing what?



Overview: _____

Setup: _____

Cleanup: _____

Bar: _____

Cash: _____

Snacks: _____

Awareness: _____

Wardrobe: _____

Music: _____

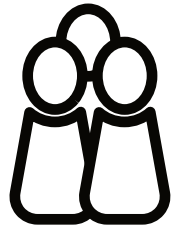
Promotion: _____

Decoration: _____

Shopping: _____



Bar

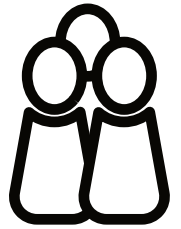


Names: _____

Tasks: _____



Cash

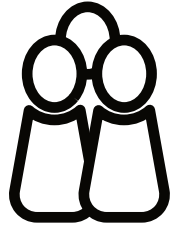


Names: _____

Tasks: _____



Snacks

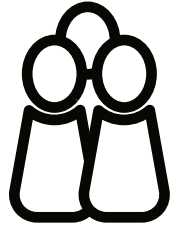


Names: _____

Tasks: _____



Aware·ness

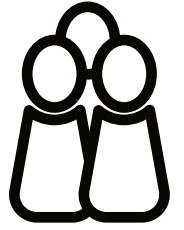


Names: _____

Tasks: _____



Ward·robe

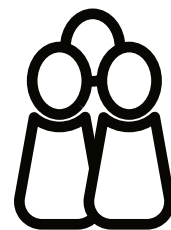


Names: _____

Tasks: _____

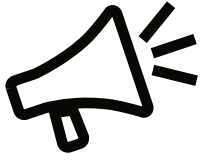


Music

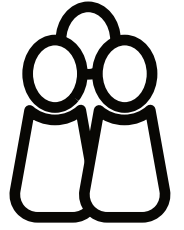


Names: _____

Tasks: _____

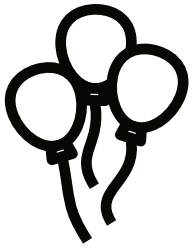


Pro·motion

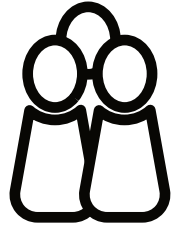


Names: _____

Tasks: _____



Deco·ration

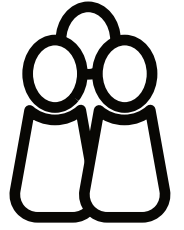


Names: _____

Tasks: _____

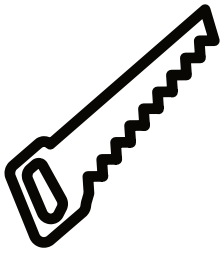


Shop·ping

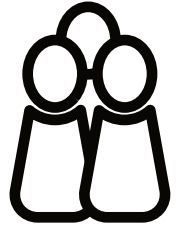


Names: _____

Tasks: _____

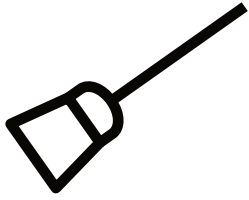


Setup

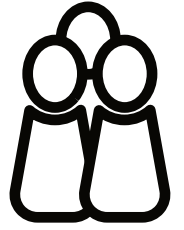


Names: _____

Tasks: _____

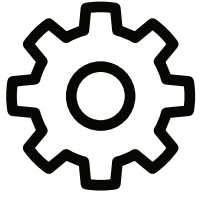


Clean-up

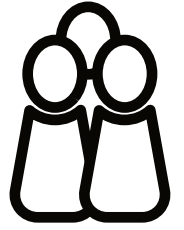


Names: _____

Tasks: _____



Overview



Names: _____

Tasks: _____

9. Tasks

On the next page, you can find a clear list of all the tasks that need to be done.

It corellates with the decision helper on the first pages.
You can print this for the overview person to easily keep track.

Before the party

- Find a party theme. (P. 12)
- Determine the party size:
How many people are you are going to invite? (P. 13)
- Find out how many people you're gonna need for organisation.
- Divide Tasks. (P. 42)
- Promote the party. (P. 36)
- Make Decorations (P. 14)
- Decide on music, get equipment. (P. 32)
- Decide on snacks and drinks, go shopping. (P. 20, 26)
- Plan shifts.

Day of the party

- ❑ Start preparing the snacks. (P. 20)
- ❑ Set up the decorations. (P. 14)
- ❑ Set up light and music equipment.
- ❑ Make sure people know their tasks for the party. (P. 43)
- ❑ Set up the wardrobe.
- ❑ Set up the bar.
- ❑ Set up the food stations with signs for food items.
- ❑ Set up the cash desk in case you're collecting an entrance fee.
- ❑ Make sure toilets and emergency exits are good to find.
- ❑ Give markers to the awareness persons so people can find them in case they need help

10. Party!

