

# EVENT RUNSHEET

INVO

YOUR EVENT PLANNER

## ALAN'S BIRTHDAY

1:00pm: Phone parent, check if they need any more information, confirm details of party (time, day, location, expected ages of kids)

1:00pm: confirm number of expected kids at that stage

2:00pm: Have all uniforms hanging up neatly (it looks unprofessional to pull uniforms out of a basket or box)

2:00pm: Make sure kitchen / food prep area is clean tidy and clear of all unnecessary items. Make sure you have a lighter

2:30pm: Welcome them and the party child - make sure you have fun with party child to make sure you develop a relationship.

3:00pm: Child arriving, as they arrive be sure to welcome them and invite them to change into a uniform (if child is shy still get them a uniform out and give it to the parent to put on when they are comfortable)

4:00pm: Run 1 hour session on the mat, make sure you use the party child as much as you can for demonstrations etc. Run structured party as per the party child's wishes.