Pony Party Checklist

Lead Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Support Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Horse 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & line-leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Horse 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & line-leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Horse 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ & line-leader: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Painting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Before the Party

* ‘pony party basket’ reviewed and downstairs
* Prepare the Room
  + Tables and at least 12 chairs in place
  + Upstairs room only: garbage can
  + Sweep if needed
* Prepare the horses
* Prepare The Hay Jump (hay and candy)
* Prepare to Paint the Pony
  + Tray with paint
  + Clean towels
  + Water buckets
  + Wash bucket and scrapper

### During the Party

* Welcome
  + The parents/adults will need to sign the release for the riders
  + Riders will need a helmet
  + Make each rider a name-tag & paper bag
  + Make each rider a postcard
* Pony Rides
* Hay jump
* Paint the Pony & Group Photo
* Guest Use of Party Room (Worker Clean Up)
  + Wash the painted pony
  + Empty out the used water and wash the paint tray
  + Ponies
    - **If** they **will** be used again, leave tacked and ready
    - **If** they **won’t** be used any more that day, make sure all ponies used are un-tacked and the tack is returned to the tack room before turning the ponies out
  + Clean up the hay, checking for missed candy; depending on the time, feed the hay to the ponies

### After the Party

* Hand out brochures and postcards; tell them we hope to see them soon
* Clean up anything left in the party room
* If chairs were moved, return them
* Empty & return garbage can to original location
* Upstairs room only: tables and furniture replaced to original location
* Sweep the room