

# your party checklist



## BEFORE THE BIG DAY...

- choose a couple of potential dates \_\_\_\_\_
- contact us to check availability – email [butcherscoppice@gmail.com](mailto:butcherscoppice@gmail.com)
- make your payment – [butcherscoppice.org.uk/booknow/payment](http://butcherscoppice.org.uk/booknow/payment)
- send out your party invites – advise your guests to:
  - **arrive at least 15 minutes before your first booked activity**
  - **park in Holloway Avenue** – there is no parking inside the site
  - **wear old outdoor activity clothing (suitable for the weather conditions) and sensible outdoor footwear** – note: for adventurous activities watches and other jewellery must be removed from arms, loose upper clothing must be tucked in and no flip-flops, high heeled or open-toed footwear should be worn
  - bring money for the tuck shop – we sell hot and cold drinks, sweets, chocolate, ice cream and souvenirs
- **advise guests that any latecomers who miss any part of activity safety briefings will not be able to participate in that activity**
- arrange for at least one responsible adult to supervise each individual activity, including instructor-led activities, and each of the individual outdoor play areas you intend to use
- **if you are taking part in air rifle shooting** ask each parent to complete the air rifle shooting declaration form which can be found in the Download Zone on our website

## ON THE BIG DAY...

### things you might want to bring with you...

- party food and drinks
- party plates, bowls, cups and cutlery
- jugs for squash
- a knife to cut the birthday cake
- matches to light the birthday candles
- party balloons and banners
- prizes for top scorers