



# Party Checklist

Completed    Completed by (Name)

	Completed	Completed by (Name)
<b>Before</b>		
Respond within 24 hours to confirm all party booking requests		
Input customer contact info (Clover for PYOP/Jackrabbit for Canvas & Wheel)		
Collect deposit		
Fill out "Party Booking Form" and place in binder		
Add party to the calendar		
Make sure to add staff as needed		
For canvas parties confirm the image to be painted		
Call 1-2 days in advance to confirm number of painters, and write it on "Party Booking Form"		
<b>Set Up</b>		
Set up tables with black table covers		
Make sure we have one place setting for each painter. Set up 2 extra place settings just in case		
Cover each table with table paper		
Place water buckets on each desk.		
PYOP Parties: Give each painter a sponge and paper towel.		
Canvas Parties: Place a paper towel at each desk. Teachers will use brushes from the art classrooms		
Rio - One medium and one small brush		
Monte Carlo - One large, one medium and one small brush		
Set up extra chairs against the walls		
<b>Start of the Party</b>		
Welcome party family and ask if they need help with items		
Ask if they would like guests to pick out PYOP as a group or as they arrive. (As they arrive is better for little kids)		
Record each guest's name and pottery selection on the Party Inventory for Clay Parties Form. Remove the price sticker.		
Once everyone is ready to paint begin the process below		
Have everyone wipe down pottery pieces		
Take everyone out to the paint bar & remember to tell them about painting 3 layers		
Show them the before and after plate		
Hand out glaze		
Check on guests throughout the event		
Enter party into Clover. Select party package & add additional painters		
Enter each item and update the price to \$0.		
Don't forget to enter the party plate and to deduct \$50 for the deposit. (Verify that the deposit had already been paid)		
Make sure that guests write their name or initials on bottom of their piece with glazing pencil		
Place all items in the kiln room along with the "Party Form" so that all pieces can be identified		
Make sure the guests know that a Cordovan staff member will do all clean up		
Make sure they have paid in Clover		
Don't forget to have all guest sign the party plate with a glaze pencil		
<b>After Items are Fired</b>		
Fill out a thank you card for each guests		
Place items in party bags with filler		
Once all items are packed and tagged, place in box with birthday plate		
Call and tell party host their pottery is ready for pickup		