



## Are you ready to party?

Please use our checklist to help ensure you're absolutely, totally, completely, unquestionably ready to party with us!

We want you and each of your attendees to have an amazing and unforgettable event—for all the *right* reasons!

If you have any questions, please don't hesitate to ask.

### Communication is Key!

- Have you gotten RSVPs from everyone invited? If not, give them a call!
- Have you called Art Clay World/The Greater Chicago Artisan Center to tell us how many people to expect?
- Did you tell the art center what color you'd like for the tablecloths in your event room?
- Does the art center know the reason for your event? (Birthday, shower, ladies' night, etc?)
- Will you need to use the refrigerator, freezer, or microwave at the art center?
- Have you told the art center how you'd like your event room arranged?
- Would you like early access to your event room early? The room is available 30 minutes prior to your party if you'd like to come add decorations or arrange any spreads.

### An Ounce of Prevention...

- Do you have the contact information for the parents of any/all minors attending your event?
- Who are your chaperones? (We suggest 1 adult chaperone for every 6 minors, but more are always welcome!)
- Does anyone in your group have any special needs or allergies? You need to know!
- Do you have activities planned for any children that might finish their art project early?
- Do you know how each attendee will get home when the party ends?

### Food For Thought:

- Have you arranged for the snacks for your event? Are you bringing them, or will they be delivered?
- Do you have plates/cups/utensils/napkins?
- Will you need serving utensils for food, cake, or ice cream?
- What beverages will you be serving? You are welcome to bring your own alcoholic drinks, though it is expected you will drink responsibly!
- If there will be cake, will you need candles and a way to light them?
- Will you want ice for drinks? (You can use our freezer!)



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