



Christmas/Holiday Party Checklist

Choose a date and time for the party

Date: _____ Time: _____

Snacks

- To a third of the parents send out snack requests to the parents. Note any restricted foods on the request.
- To the next third send out request for healthy snacks.
- To the remaining parents send out a request for:
 - Paper plates
 - Napkins
 - Disposable Cups/Drinks
 - _____
- Two days before the party check all of the RSVP's on your snack and supply requests. Purchase any necessary missing items.

Crafts

- Choose a craft for kids to complete during

the party. (A simple craft -one with 5 steps or fewer works best)

- Collect and prepare all needed supplies for the craft.
- Before the party make the craft yourself

Invitations

- Get your class excited for the party by handing out invitations in their mail-box.
- A great writing activity for your class is having students write invitations to their parents for the party.

Decorations

- Allow a few students to stay in the day before at recess to help to set up decorations. Its a great reward for the students and you don't have to do all the work.