



Party at a Village Hall

Check List

Use this helpful list to check if you've brought everything you need for your party and save yourself the headache of trying to remember it all.

All village halls vary and most come equipped with the basics but if yours doesn't or if you haven't checked where everything is, you may like to bring some essentials with you.

Kitchen	Eating	Extras	Games
Tea towels	Paper Napkins	String (for balloons)	Prizes
Washing up liquid	Paper plates	Blu-tac	Pass the parcel
Kitchen roll	Cups	Selotape	Sweets (spare prizes)
Bin bags	Drinks (name labels)	Marker Pen	Game accessories
Hand towel for toilet	Party food	Biro	List of games
Teabags & coffee	Ice cream	Paper	
Milk		Bag to carry gifts home	
Serving spoons			
Cake	Baby wipes(!!!)	Payment for hall, entertainers, caterers, bouncy castle etc	Party bags
Cake Candles			Party hats/blowers
Cake knife			
Lighter			

It can often save arguments and spillages if you give each child a small drinks bottle and stick their name to it. If they need another drink simply refill it with squash

If you haven't got them already, it may be handy to compile a list of parents' phone numbers – take a pen and ask anyone who is leaving their child with you to jot it down before they leave

Get some help – when your tired (but sugar fuelled) children are still running round the hall, clearing up can be a difficult task – ask a friend to help or suggest they entertain the children out of your way

Plan some games just in case – if things start to get rowdy you can often calm it down by suggesting some games; ask the children to stand in two lines, give each team a balloon and tell them to pass it down the line without using their hands. Feet, under the chin, elbows and knees can all be used. Hand out a sweet to the winning team players. Giggles guaranteed.

Find some more games on the FancyFace website www.fancyface.co.uk

Here are some party food suggestions which you can use as a checklist:

Party Food			
Sandwiches	Cocktail sausages	Sausage rolls	Crisps
Picnic eggs	Chicken nuggets	Grapes	Carrot sticks
Cucumber sticks	Dips	Breadsticks	Juice/Squash
Fairy cakes	Party ring biscuits	Chocolate finger biscuits	Strawberries
Ice cream & Jellies (make these in disposable plastic cups for ease – beware the mess with very little people!)			