



Holiday Class Party Planning Checklist



 **Party Date & Start/End Time:**

Location & Set-Up Info

☐ Confirm classroom/area being used: _____

☐ Set up/take down times: _____

☐ Parent parking & check-in info: _____

☐ Can parents take pics? Where should they post/share? (class page, email, etc.)

Y / N _____

☐ Are siblings welcome to attend with volunteers? Y / N _____

Party Activities

 **Craft Station:**

☐ Craft idea (approved by teacher): _____

☐ Supplies needed: _____

 **Book Read-Aloud:**

☐ Choose Halloween-themed book: _____

☐ Mystery reader or volunteer parent? _____

 **Game Time:**

☐ Classroom-friendly game(s): _____

☐ Materials needed: _____

 **Song or Dance Party:**

☐ Playlist or specific song(s): _____

☐ Mini freeze dance or musical chairs? _____





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Party Prizes

☐ Any teacher requests? (stickers, pencils, bookmarks, etc.)

☐ Confirm quantity (one per student or winners only?)

Decorations

☐ Pick theme colors or designs.

☐ Make supplies list: tape, scissors, streamers, balloons, etc.

Snacks & Treats

☐ Confirm allergies & restrictions with teacher (nut-free, no candy, etc.)

☐ Make supplies list: plates, napkins, cups, utensils, etc.

☐ Water or juice? _____

Special Guests (Anyone dropping by?)

☐ Anyone dropping by? (Principal? Mystery Reader? Mascot?) _____

Clean-Up Crew

☐ Make supplies list: paper towels, trash bags, disinfectant spray, broom, etc.

☒ **Create a Fall Class Party SignUp to Recruit Parents to:**

☐ Help decorate & prepare for the party

☐ Assist with clean up after the party

☐ Volunteer to lead party activities during the party

☐ Prep craft supplies from home

☐ Donate decorations or prizes

☐ Provide snacks or drinks

☐ Create playlists or printable games

☐ Share pertinent information (parent parking & check-in info, food rules, etc.)

