



Party Set Up Information

- Make sure you know where the party is located and arrive in plenty of time to get set up to start in good time.
 - If you are unsure of the route, go a bit earlier, you can always take a book and sit in the car for a short time if you are early. This way, you will not be stressed out when the party starts!
 - I usually arrive about 20-30 mins before the desired start time. This gives you plenty of time to get your stuff into the hall and your equipment set up.
- Make sure you have all the appropriate equipment with you before you leave:
 - copy of booking form (in case you need booker's phone numbers)
 - birthday card and wrapped present for the birthday child
 - TT flyers and party flyers
 - TT stickers and name stickers
 - Evaluation form and envelope
 - All essential equipment and props for the songs you are running
 - Extension lead – you never know where the plug sockets will be if a new hall
 - Music player
 - Microphone (if you use one)
 - Ipod etc or relevant music source
 - Make sure all songs are downloaded onto your device as not all halls / locations have WiFi
- When parties are booked, make sure there will be access to a socket and a large table for you when you arrive (to put your equipment on). If I book the party, I will arrange this. If you book them, you should ensure this is sorted with the parent of the birthday child.
- If you get stuck in traffic etc and are likely to be late on the way to the party, pull over and ring the Booker – they will be understanding so long as you are on your way, but a phone call will save them getting stressed as to where you are.
- When you arrive, go in and find the Booker and ask where they would like you to set up before you start taking your stuff inside. This way, you won't knock over any small children as you will know where you are going.
- Once you are set up, please ask the Booker if they would mind putting a TT flyer and a TT party flyer in all of the children's Party Bags (no one has ever minded doing this).



- Once you set up, give all the children a Twistin Tots sticker and a name sticker. This gives you something to do if you are early ☺, but the kids all like to get stickers and it's helpful to be able to call them by their name during the party.
- Make sure you have some water or drink of some description.
- Before you start, ask the birthday parents what the children will be doing after your session, then you can direct them to this at the end of your session i.e. they may be sitting down for something to eat.
- Try and start at the allocated start time.
- Make sure you know who the birthday child/ren are and make sure you make an appropriate fuss of them – their parents are paying and they will expect you to keep their child/ren happy first and foremost.
- If you have free rein with the songs i.e. if the Booker has not specified which songs, try and choose a range of different activities for the children. The more songs with props you use, the less songs you will be able to cover. I usually do *Dingle Dangle* and *Hop Little Bunnies* to get them warmed up. Favourites are *Parachute* (both bouncing toys and going under) *Walking Through the Jungle*, *Stick Song*, *Mice/Hickory Dickory*, *Music Man*, *Wiggly Woo*, *Bubbles*. You could throw in the *Hokey Cokey* if you think parents will join in and if the children are old enough. These songs may be enough to fill 45 mins, but if not, you could also do *Tractor Song* / *Row the Boat* or *Wheels on the Bus*. I never take the balls for the action rhyme we do at the beginning unless asked as (a) they take too long to tidy up and (b) you will probably leave a few behind. Neither do I do the *Welcome Song* at parties.
- Do the *No More Wiggles* at the end – then the children will be sitting quietly and you can ask the children if they know why they are there. Desired response obviously is that they are there because it's XXX's party. Call over the Birthday child and say you have a special present for them.
- Hand over the present and get everyone to sing *Happy Birthday* (if requested by parents on booking form). Once this is done, hand back to the parents.
- Once children are occupied with the next activity, you can pack up and leave. Make sure you thank the parents for the booking at the end, give them the Evaluation Form (if you haven't done so already) and ask them to return it to me, and say you hope the children all enjoyed it etc.
- Please call me to tell me how it went!!