

Hosting a Birthday Party at The Little Green Tambourine

We are thrilled to help you host a fantastic birthday party for your child! Our party packages provide a stress-free experience, complete with activities and decorations. Here's your step-by-step guide to planning and hosting a successful party at TLGT.

Step 1 - Booking and Pre-Planning

- Select your party package - Choose the party package that suits your child's interests and age group. Our packages includes various themes and activities to make the day special.
- Set the date and time - Coordinate with us to pick a date and time slot that works best for you and your guests.
- Send invitations - Remember to include the party start time, location and any special instructions. We have two locations so be sure confirm which location your party will be held.
- Confirm guest count - Communicate the estimated number of guests attending to ensure we can accommodate everyone comfortably.

Step 2 - Party Planning Checklist

Use this checklist to stay organized leading up to the party:

- Decorations - We provide basic decorations for your chosen theme. You can add any personalized touches if you would like.
- Activities - Review the activities included in your package and discuss options with our team.
- Cake and treats - Decide if you will bringing a cake or cupcakes and place your order. Communicate any dietary restrictions. Remember TLGT is a nut-free studio.
- Party favors - If you will be passing out party favors, plan your party favors and order anything necessary.
- Menu planning - Decide if you will have pizza or snacks, as well as any juice or water.
- Special requests - Inform us of any special requests or accommodations you may need for the party.
- RSVP management - Keep track of guests RSVPs and follow up with any non-responders. Let us know your guest count one week before the party.
- Day-of schedule - Plan on arriving 10-15 minutes before the party.

Step 3 – Party Day Preparation

- Arrival – Plan to arrive 10-15 minutes before the party. We will have everything set up at that point and can help unload the car and set out any additional items you bring.
- Welcome area – We will have a table with waivers for parents to sign as they arrive. We will also have a table set up for gifts.
- Cake and food setup – We will have a counter available to set up food and treats. Food and treats will happen toward the end of the party. You should plan to bring paper goods for any food you bring.
- Party favors – If you bring party favors, we will keep them aside until the end of the party. We will place them on the table near the exit close to the end of the party.

Step 4 – During the Party

- Relax and enjoy the party! TLGT Party Assistants will facilitate the activities, ensure the schedule is followed and make sure everyone is having a great time. Remember to take pictures!

Step 5 – After the Party

- Clean up – Pack up personal belongings. Our team will handle the studio clean up.
- Thank you cards – Send out thank you cards to guests for attending and for any gifts received.
- Feedback – Share your feedback with us. We're always looking for ways to improve our services.

Thank you for choosing The Little Green Tambourine for your special celebration!