

**Model Program**

**Program title:** Plan Your Party

**Program summary:** Plan Your Party is an opportunity for kids to participate in making party plans with a budget in mind. Children are given several choices in decorations, cakes, activities, and extras. They will work with a parent to decide which items are most important to them in planning a great party.

**Duration:** Come-and-go program; under one hour needed

**Suggested venue:**  ☐ In Library ☐ At Home ☑ Either

**Instructor led:**  ☐ Yes ☑ No ☐ Either **Facilitation required:** ☑ Yes ☐ No

**Target audience:**

|  |  |
| --- | --- |
| ☑ | Kids (ages 3–7) |
| ☑ | Tweens (ages 8–12) |
| ☐ | Young adults (ages 13–18) |
| ☐ | Adults |
| ☐ | All ages |
| ☐ | Other: |

**Program budget:**

|  |  |
| --- | --- |
| ☐ | $0 |
| ☑ | $1–$50 |
| ☐ | $51–$100 |
| ☐ | $101–$250 |
| ☐ | $251–$500 |
| ☐ | More than $500 |

**DETAILED DESCRIPTION**

**Advance planning:**

Plan Your Party uses minimal resources that are already available in the library. Children will select items for their party and receive a paper picture (see handouts, PDFs with PYP in the title) of the item to color and glue onto a coloring sheet representing a depiction of their desired party.

Schedule any required volunteers at least a month in advance. The week before the event, staff should print the coloring sheets, party supplies, activity guides, and signs for the stations. Station signs can be laminated if desired. Staff will cut out the party supplies and sort them into bins for each station. “Money” to purchase the supplies will also need to be counted out and separated into individual bags for each patron participating in the event.

**Optional:**

You may decide to provide different budget options for families to choose from. Parties can be expensive! How much would parents be willing to spend?

**Supplies:**

Paper copies of different party elements, crayons and/or markers, glue sticks, Ziploc bags for holding play money, play money.

**Partnerships/Collaborations:**

No outside partnerships are required.

**Budget:**

$20–$50 depending on materials selected.

**Day of activity:**

In the program room, set up four stations around the room. One station will be the check-in table where guests will receive their materials: activity guide sheet, party coloring sheet, and money to spend on supplies. At other stations, guests will purchase the items needed for their party. There will also be a set of tables with glue sticks and coloring supplies where guests can put together their party plan once they have purchased all the supplies. Each station will require one staff member or volunteer to assist guests.

**Program execution:**

As patrons come into the room, they will start at the check-in table to receive their materials. Encourage patrons to look at their budget and what supplies are available before they start spending their money. A budget of $200 to $250 is recommended, but the amount can be changed to fit your community. Patrons will then walk around the room, spending their money at the various stations on different party necessities: cake, decorations, entertainment, and extras. After they have purchased all the elements they need, or have spent their budget, they can go to the assembly station to glue their party elements to their coloring sheet, then color in the party. Collect any remaining money at the check-in station on their way out.

**Advice:**

Be flexible. Print extra supplies to be ready for any number of attendees. Make sure the various options for the party elements are appealing to both boys and girls.