



PARTY CHECKLIST



4 WEEKS BEFORE (OR MORE)

- Pay deposit (details below)
- Return booking form to info@forestfreedom.co.uk
- Confirm theme with Forest Freedom (if having one), and children's age ranges
- Send out invites to your guests (we can send you a link to a branded invite which you can customise for your party – please request this if you would like it)
- Please let us know any special requests you may have (food provider contacts, photographer contacts, any special requests for the day?)
- Order your cake if purchasing



2 WEEKS BEFORE (OR MORE)

- Let's have a chat – please call us (or we will call you if we have not heard from you 10 days before party), so we can fully discuss your child's party
- Please confirm your plan for your 30 minutes of celebration after the activity
- Confirm final numbers and point of contact (adult on site for party)
- Confirm any dietary requirements and any children who will be having an adult on site or with special needs
- Confirm what decorations, food and drink you will be bringing
- Any more requests? Questions? Now is the time to shout!!
- Order any decorations, party bags/fillers/gifts you would like(if you are unsure on what decorations are allowed, please ask)
- Pay final balance for party, we will confirm the amount when we chat (must be received 10 days before party)
- Please pay: Forest Freedom Ltd, Monzo Bank
Account number: 16193251 Sort Code: 04-00-04

THE WEEK BEFORE

- Please update us of any changes in numbers (please be aware additions may not be possible at this stage)
- Please confirm you will be arriving 15 minutes prior to the party (we will give you the padlock code for your responsible person on site)
- Organise any catering you will be bringing and liaise with any food providers to ensure prompt delivery
- Get ready to enjoy your Forest Freedom party!



PARTIES



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SESSIONS

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