

Party Night

~~ Introduction ~~

Party Night is a fun evening for art, music, singing and good friends. We do themed Art Parties; Valentines Day, Everyone's Birthday, Halloween and Santa's Workshop to name a few. Each paying client gets a "goodie bag" full of our art materials for the evening's projects, which might include jewelry making, gift cards, plastic stained glass, mobiles, and much more.

Volunteer Arrival: 6pm sharp, please. Class goes from 6:30pm to 8pm.

Volunteer End: 8:30pm at the very latest.

Set Up Jobs: Set up karaoke machine, tables & chairs, themed decorations, preparation of art supplies.

Your Job During the Event:

#1 – Circulate through the party and assist clients with their art projects, if needed (always ask IF they would like help, then ask HOW they would like your help.)

#2 – Enjoy their company and keep the FUN going! Smile and engage! You are here for them, so please refrain from chatting with your pals, and ignoring the clients.

Closing up Jobs: clean up debris, put away tables, chairs & karaoke machine, pick up trash on floor, put away decorations and wait with the clients outside while there rides arrive.

Basic Rules to Live By

Bathrooms / Office Area

Clients should not be in the office area – they can wait in the Lobby or outside. The ONLY bathroom for the clients & volunteers is by the gym, around the back. Office phones are not available: clients must use their own cellphones.

Client "requests"

1. One goodie bag per person – we do not have "extra" goodie bag items.
2. Do not pull the special items from other goodie bags to place in another.
3. They are allowed to trade with other people - not the "house."

"More" - Some clients are always asking for more, and wanting things: more stickers, certain beads, another for a friend, etc. Aside from the basics of paper, pens, glue, paint and beads, we simply do not have more specialty/goodie bag items to give out.

If you have ANY doubt, problems or questions whatsoever, ASK first!