

# UNICOI BIRTHDAY PARTY IMPORTANT INFORMATION

## PARTY ITINERARY

This is the format we normally use for our birthday parties. Let us know if you have questions or another plan. You can arrive up to 1/2 hour before the party begins to set up anything you may need.

- \* 10-15 mins- coloring birthday sign while waiting for all the guests to arrive ( facepainting if requested)
- \* 1 hour art project- wash hands and take off art smocks
- \* 20-30 mins- food and cake, wash hands again (very important)
- \* If time permits- a quick game (freeze dance, fruit salad, cha cha slide, chicken dance etc..)

**Parents can set up the food table during the art project, We recommend not passing out plates if you are just serving cake, because it works best to sing, cut the cake and then serve.**

## ACCURATE GUEST NUMBERS.

Your child and each of their friends get to make and take their own art project from the party. Our projects can be elaborate with many different parts, which is what makes our projects so fun and special, so it is very important that we get an accurate guest count by 5pm the Thursday before the party so we have enough for everyone. We cannot prepare additional materials once the party has begun. The invoice will also reflect the number of the projects we have to make so double check your RSVP's. There is an additional \$10 fee per child added after Thursday 5pm.

## THE ART PROJECT

Your child's art project will be custom designed in advance. Many of our wonderful projects require a lot of planning, preparation and sometimes we purchase additional materials just for you. Once a project has been decided and confirmed, we will get started preparing the materials and birthday sign to go along with the theme of the party. There will be a \$50 fee if you decide to switch the project after confirming with us.

## KEEPING FOOD AND ART SEPARATE

We prefer to have a designated time during the party for all the food so we can make sure children are able to wash their hands before and after. If food is just out and available, it becomes very difficult to keep our materials and toys clean especially with larger parties, so please keep this in mind when planning your event. We have a refrigerator for any items you may need to keep cold, lighters for candles and knives for cutting cake. You would need to bring your own candles.

## DROP-OFF OR PARENTS INVITED

You can choose to have your parties drop-off or invite parents. Please make sure you inform us if parents will or will not be attending so we can set up the room accordingly.

## CHILDREN UNDER 4

Our art projects are designed for ages 4 and up. If any of your guests are under the age of four please let us know and we can set up experimenting art stations (2-3 tables with different art activities but not a structured art project). Any child under 2 should not participate and should be strictly supervised by their own parents.

## YOU WILL BRING

Parents of the birthday child will supply their own cake/food, candles and paper goods /utensils. Unicoi can supply paper goods, utensils and goody bags for an additional cost if you wish, but you must request that from us.

**Unicoi is a nut free studio, We have many students who have nut allergies and so nuts, peanut butter, nuts hidden inside any items etc are strictly prohibited.**

## Unicoi Art Studio

2059 w. Belmont Chicago IL 60618    [www.unicoistudio.com](http://www.unicoistudio.com)  
Ph 773-975-6515 fax 773-975-8474    [info@unicoistudio.com](mailto:info@unicoistudio.com)

