

your party checklist



BEFORE THE EVENT...

- choose one of two potential dates _____
- contact us to check availability - e-mail web@butcherscoppice.org.uk or telephone 01202 574747
- send in your completed booking form and full payment (booking forms are available online)
- send out your party invites – advise your guests to:
 - arrive at least 15 minutes before your first activity
 - park in Holloway Avenue
 - wear outdoor clothing suitable for the activity and weather conditions – see special instructions for archery
 - bring money for tuck shop – we sell hot and cold drinks, sweets, chocolate, ice creams and souvenirs
- advise guests that any latecomers who miss all or part of any activity safety briefing will not be able to participate
- arrange for at least one adult to supervise each individual activity, including instructor-led activities, and each of the individual outdoor play facilities
- if you are taking part in air rifle shooting ask each parent to complete the air rifle shooting declaration form (which is available online)

ON THE BIG DAY...

things to bring:

- party food and drinks
- party plates, bowls, cups and cutlery
- jugs for squash
- a knife to cut the cake
- matches to light the candles
- party balloons and banners
- prizes for top scorers