

Pawty Information & Tips

Your Pawty is scheduled for: _____ from _____ to _____

What Does My Party Include?

1. All pawties include use of the party room, a party assistant that sets up, runs the party and cleans up, pottery (one piece per painter), and drinks for your guests.
2. The Party Add-On Package includes yummy birthday cake, candles, paper products, adorable invitations you print at home and a keepsake ice cream bowl or plate designed by our staff for the guest of honor.
 - The cake is either a 10" round bakery cake with a choice of white or chocolate cake OR a double-decker cookie cake. Both will be decorated with butter cream icing in yellow, red and blue with our logo. Additional themes, colors or other icing choices are not available.

Sending Invitations

1. We recommend that you mail your invitations at least 2 weeks prior to your party.
2. Parents are encouraged to include the following information on their invitations:
 - Party Date
 - Begin Time and End Time
 - Our address, phone number & website (directions are available at www.paintingpaw.com)
 - The following statement: "Parents should plan to drop off party guests at (insert party begin time) and pick them up at (insert party end time)." (See drop off policy below)
 - RSVP Date (the Wednesday before is recommended)
 - Your phone # and/or email to RSVP to
3. If you have purchased the Add-On Party Package, a template to use for printing the invitations at home is available on our website at www.paintingpaw.com/birthday.html. We also have printable invitations available on the website.

What to Expect When You Arrive:

1. The pawty room will be set for the number of painters you have RSVP'd as your final count. Depending on the size of the party, 2 extra chairs will be available for parent seating. (See guest drop-off policy below)
2. The party will run right at about 90 minutes with activities in the following order:
 - Guests choose their items as they arrive from the party package you've selected;
 - Painting instructions are given and items are passed out;
 - Guests have a GREAT time painting for about the first half or a little over...it'll probably be the quietest party you've ever been to as they concentrate!
 - We clean up and move their masterpieces to the kiln room (where the magic happens);
 - The guest of honor opens his or her gifts (when applicable) while we collect the trash and record all of the gifts for you. This way you can video or just enjoy this great part of the pawty!
 - We lead the guests in singing Happy Birthday and then pass out the cake and drinks (where applicable);
 - Lastly, we clean up all of the mess for you!!
3. We recommend that you arrive only about 5 minutes prior to your pawty time. Pawties at The Painting Paw are scheduled with 30 minutes in between which allows us to clean up and reset. Arriving more than 5 minutes before your pawty time may mean that the room will not be immediately available. Plus....in our experience, those little birthday kids get awfully anxious if they have to wait too long before their friends arrive.

Some helpful items to remember:

1. Guest drop-off policy:

- For all pawties except the Handprint Tile Pawty, **drop-offs are required** due to space constraints and fire code. While the guests' parents and siblings are always welcome to paint in the open studio during pawties, they may not stand in the party room in such a manner as to block the pickup shelves, paint bar, restroom, exit or sinks nor may they use table space outside of the party room unless they have chosen to stay and paint. It is the responsibility of the party host to ensure guests' parents or other adults leave before the party begins.
- **If over 3 total adults attend the party as non-painters, a non-painter fee of \$4.99 for each adult that stays will be charged to the party host. 'Attendance' at the party is defined as any non-painter remaining in the party room 5 minutes after the party begins or arriving for pick-up within 10 minutes before the party ends.**
- For Handprint Tile Pawties, a maximum of 10 painting guests (and 20 total people) are allowed, due to space limitations. 1 parent per child is allowed.
- The pawty room will fit a maximum of 20 painters. Pawties who wish to have over 20 painters may book an after-hours pawty.

2. If you wish to serve pizza or another snack at your pawty, you must let us know prior to party day;

- All food (except cake) will be served first. This helps us to ensure that your pawty runs on time. Depending on the number of guests that will be attending and the age range, gifts may need to be taken home for opening to ensure the guests have enough painting time. Also, spacing out the food and cake helps the kids to be able to enjoy both. Painting and eating may not be done at the same time.
- If you have purchased the Party Add-On Package, we provide one drink and one set of paper products for the cake. You may bring in your own plates and drinks for the food portion or purchase them from us for an additional charge that day.
- When bringing in your own drinks, please remember that we do not allow "poured drinks". Nothing that requires a cup is permitted and the purchase drinks of drinks from us will be required.

3. If you wish to bring decorations or goody bags, please keep the following in mind:

- Balloons may be provided in bouquet form. We recommend table height and they may be placed by the cake. Balloons may not be tied to individual chairs;
- Goody bags should be given as guests are leaving. Keep in mind that all kids will be tempted to open and play with the contents before exiting the studio because it's like getting an extra party in a bag! In order to make sure you are not liable for any breakage, we recommend not including such items as super balls, frisbees, or any other item that bounces or may take flight ☺

4. If you purchase the Party Add-On Package, it provides for up to 16 guests. Should you have over 16 guests, a charge of \$3.00 will apply for each additional guest. Party cakes are ordered every Wednesday for weekend parties. **If you feel you will have over 16 guests, please let us know as we will likely need to order a larger cake.**

5. Pieces painted during the pawty will be glazed and fired and available for you to pick up within one week. You will be given a pick up date on the day of your pawty. The party host should plan to pick up everyone's pieces at once as we do not allow guests' parents to pick up their items separately.

6. If your pawty assistant does a great job, tips for service are customary and appreciated. However, when using a Debit card, we cannot process tips after the card has been run through. You may pay tips via cash, CREDIT card or let the person ringing you out know that you would like to add a tip so that it may be added to the total. If your pawty assistant does not meet your expectations, please email Stacy at info@paintingpaw.com. The owner is the only person with access to the email, so your comments will be kept confidential and go straight to the top!

7. We provide everything that you should need...but don't forget your camera! These are memories you're sure to treasure!!!!