



Birthday Party Parent Checklist

Party Example Schedule (based on an 11:00-1:00 party)

10:30-11:00am	Parents/guardians arrive and set-up/decorate in Pavilion.
11:00am-12:00pm	Party Program led by WNC Educator
12:00-1:00pm	Host led portion of party (Refreshments, pizza, cake, gifts, party favors, etc.)
1:00-1:30pm	Host cleans up Pavilion and depart.

You Provide:

- Birthday Cake, Cupcakes, Pizza, Drinks, or other party food
- Candles and matches
- Utensils and Knife to cut cake
- Coolers/ice if needed for perishables
- Decorations and Party Favors if desired (*No helium balloons, noise makers, confetti, glitter, or piñatas as they can be harmful to wildlife.*)
- Plates, napkins, cups, etc.
- Garbage Bags (for clean-up. Please be prepared to gather your trash and take it with you. WNC's trash receptacles are very limited.)

WNC Provides:

- WNC Educator to lead program
- One-hour educational party program of your choice
- Pavilion space for you party, cake, pizza, presents, etc. (Spring-early Fall: One open side and three closed Vinyl sides. Late Fall-Winter: All sides closed, door flaps open for ventilation and masks required unless seated and eating).



- Propane heaters in the pavilion (available for days where temperature is below 50°F).
- Tables and benches in Pavilion (Two 6-foot picnic tables for serving food)
- Use of WNC bathrooms, playground, grounds and trails. Bathrooms are open to participants, however, the rest of the Nature Center Building and Administrative offices remain closed.
- A great time!

Parents/guardians are responsible for:

- Taking charge of guests during the party and supervising the behavior of children and guests during the program.
- Cleanup of the pavilion and removal of all decorations immediately following the scheduled end time of the party.
- Trash removal. Please bring a trash bag for your garbage and take it with you when you leave.

Masks/Distancing

Masks are strongly encouraged but no longer required at Woodcock of program participants or employees. However, masking is still recommended when distancing is not possible indoors or when you might find yourself in close contact with individuals when outdoors. Participants and staff who choose to wear a mask throughout any program are welcome to do so. Please refer to the [CDC guidelines for appropriate facial coverings](#). If you or your child are experiencing Covid symptoms, please stay home. If you, your child or guests test positive for Covid after attending, please contact our office.

COVID Waiver

By signing Woodcock's birthday party contract, hosting families agree, on behalf of themselves and all their attendees, to comply with any health and safety requirements set forth by Woodcock which may include mask-wearing and/or physical distancing in certain situations and in indoor spaces as directed by the Woodcock staff. Notify us at wnc@woodcocknaturecenter.org immediately if a party participant tests positive after attending one of our programs.



Party Polices and Guidelines

- Hosts may arrive no earlier than 30 minutes prior to the scheduled party start time for decorating/set up.
- Hosts provide all decorations, food, beverages, paper goods and favors for your party.
- Decorations must be temporary, non-marking, and completely removed post party. No helium balloons, noise makers, confetti, glitter, or piñatas as they can be harmful to wildlife.
- No open heat sources are allowed (i.e. sterno, hot plates). You may arrange to have pizza or other food delivered to WNC during the party.
- No alcoholic beverages may be served.
- Hosts are responsible for cleanup of the pavilion and removal of all decorations immediately following the scheduled end time of the party.
- Trash removal is your responsibility. Please bring a trash bag for your garbage and take it with you when you leave.
- Participant behavior is the responsibility of the parents, not the staff of WNC. We ask party parents to provide adequate supervision for their guests and accompany the children during the themed program in order to provide a quality experience for the birthday child and their guests.
- We reserve the right to cancel a scheduled activity if the actual group size differs substantially from the reservation or exceeds our policy limits. Our cancellation/refund policy would apply.
- A credit card number is kept on file in the event of any loss or damage to facilities/equipment or the need for ancillary cleaning. If necessary, a minimum charge of \$50.00 will be added to your credit card to cover damages. WNC will notify cardholder by phone if a charge is made.
- Gratuity is not required but greatly appreciated!

Weather and Rescheduling:

Programs are held entirely outside, drizzle or shine. Please advise your guests to dress appropriately for the outdoors and the weather day of. In the event of unsafe or unforeseen conditions (heavy rainfall, lightning, high winds, snowstorm, power outage), we will do our best to reschedule.