

## Premium and Budget Party Checklist

<b>PREMIUM</b> 1hr ½ play 30 mins for food	<b>BUDGET</b> 1hr ½ play 30mins for food
<b>Reserved Table</b>	
<b>Sandwiches</b>	Sandwiches
<b>Crisps &amp; Popcorn</b>	Crisps
<b>Cocktail Sausages</b>	Cocktail Sausages
<b>Cucumber and carrot</b>	Cakes & Biscuits
<b>Apple and Grapes</b>	Unlimited Squash
<b>Pizza</b>	
<b>Cakes &amp; Biscuits</b>	
<b>Unlimited Squash</b>	
<b>Party Bags</b>	

## Food Quantities

Quantities are all variable and will need amending depending on age of party guests and party size. The below table is a rough guide to help you in deciding. However, the party co-ordinator's judgement will be needed when preparing food for the parties.

Party Size	Crisps	Popcorn	Fruit/Veg	Sausages	Pizza	Cakes
8	4	1	1/1	1	1	Small
15	9	1/2	1/1	1/2	1-1 ½	Medium
20	12	2	2/2	2	2	Large
25+	16+	2/3	2/2	2/3	2	1x Large Or 2x Medium
30+	19+	3	3/3	3	2 ½ or 3	1x Large or 2x Medium

## Jungle Mania Party Co-ordinator guide



The key to being a successful Jungle Mania Party Co-Ordinator is managing your time wisely. When starting your shift forward planning is essential. It is crucial you get to grips with your day. Inform yourself on how many parties you have to organise for the day, are the parties budget or premium packages? How many guests are attending in each party? Are there any allergies? Are the parties back to back?

Use the tools provided. The party timing sheet and the party package checklists to help the smooth running of your shift.

A typical Co-Ordinator shift should run as follows;

- Know your day, prepare and plan.
- Reserve tables and ensure all other staff are aware of your selected reserved areas.
- Complete the party timing sheet if applicable.
- Prepare all party food for all parties except sandwiches, the centre cook will ensure sandwich requests are completed. Making sure you use your check lists and any allergy requests have been adhered to.

- Greet each party making sure they are aware that you are the party co-ordinator and your name. Give them a brief but descriptive run through of how the party timings work and be sure to guide them to their designated area. Following this squash is needed to be served to the party.
- Any extras and birthday cake/s given to you by a party must be labelled with their party information and stored adequately.
- ALWAYS check back with your party! Do they need more squash or help with anything?
- **Keep track of the time!** ensure each party is given their 10minute warning (15minutes if a larger party) on time, with clear instruction to gather all children off of the equipment with all shoes on and to be ready and waiting to either head upstairs for food or to meet Dexter.
- **DEXTER!!!!** An amazing tool to use to engage the children and get them into the party spirit. A simple QUICK game of Dexter says always goes down a treat. Avoid just having Dexter stand there and do nothing. Acknowledge the children ask them if they are hungry? When they answer yes, ask them to shout louder- make them excited to be at the best birthday party ever at Jungle Mania.

- Show the party to their designated party room ensuring they are aware they only have 30minutes and therefore, the cake will be brought up to the room 15minutes in on their time slot for eating.
- Take the cake up to the party room. Cut the cake and put in party bags unless informed otherwise. Then take the party bags up to the party room informing the party that you will return in --- minutes to clean up at the end of their party and to say goodbye.
- **Timing is key. If 1 party over runs potentially all parties following could over run too. You must have your party out on time to allow enough time for the party room to be turned around for the next party.**
- When a party ends be sure to ask if they had a good time. Thank them for their custom and politely ask if they have opportunity, to please leave online feedback. It's always great to hear customer's feedback and can ultimately get you the recognition you deserve for your hard work.
- During days when party numbers are at a high, schedules can run behind. In these instances, it is crucial to stick to the party timing sheet. If you feel timings aren't being managed inform your line manager so they can arrange extra help with the cleaning down after a party or where needed.

