Classroom party planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

2 to 3 weeks out

- [ ] Check the party date and time with the teacher
  Ask about class rules, and how long the party can run.
- [ ] Ask the teacher about food allergies and food rules
  The teacher can say what to avoid without naming anyone.
- [ ] Choose a theme, a craft, and a game
- [ ] Share the sign-up for helpers and supplies
- [ ] Decide whether families chip in, or the PTO covers it

The final week

- [ ] Confirm who brings each snack and supply
- [ ] Remind families about costumes or anything to send in
- [ ] Buy craft supplies and paper goods
- [ ] Prep a craft kit for each table

Party day

- [ ] Set up before the class comes back

After the party

- [ ] Thank helpers and the teacher
- [ ] Record receipts and reimburse anyone who paid
- [ ] Write down what to change next time
  A few quick notes help the next party, or next year's room parents.

Volunteer spots

A sample to adapt. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Helpers Set out the craft, snacks, and plates.	1:00 PM to 1:30 PM	2
Craft Table Help students with the craft.	1:30 PM to 2:30 PM	2
Game Leader Run a game or two between stations.	1:30 PM to 2:30 PM	1
Snack Table Serve snacks and keep the table tidy.	1:30 PM to 2:30 PM	1

Spot	When	People
Cleanup Helpers Wipe tables, pack up, and leave the room ready for class.	2:15 PM to 2:45 PM	2

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Snacks and drinks	$40	
Craft supplies	$35	
Small favors	$20	
Plates, cups, and napkins	$15	
Total	**$110**	

Shopping list

Grocery store

- [ ] Snacks
- [ ] Juice boxes or water
- [ ] Fruit

Party or dollar store

- [ ] Plates, cups, and napkins
- [ ] Tablecloth
- [ ] Small favors

Craft store

- [ ] Craft supplies
- [ ] Glue sticks and markers

Easy things to overlook

Allergies
A craft or a game instead of a second treat means every child can join in.

Families who celebrate differently
Not every family celebrates every holiday. A theme like winter or friendship lets everyone take part.

The teacher's schedule
Parties usually have a set window. A plan that fits it keeps the teacher glad to have you back.

Cleanup time
Leaving the room ready for the next day is the part teachers notice most.

Notes for next time
A few notes after each party save the next room parent from starting over.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.