

Class Party Planner

Classroom holiday party, planned on two pages

THE BASICS

Teacher	Room
Party date	Start / end time
Room parent	Phone / email
Number of students	Allergies / dietary notes (check school policy)

PARTY TIMELINE (ABOUT 45 MINUTES)

Time	Activity	Who leads	Supplies

VOLUNTEER SIGN-UP

Task	Parent name	Contact	Confirmed

Ideas: snacks, drinks, craft supplies, game helper, set-up, clean-up, gift bags, photos.

Class Party Planner

Games, snacks and the shopping list

SNACK AND DRINK PLAN

Item	Parent	Serves	Allergen-free?

GAME AND CRAFT CHECKLIST

- | | |
|---|--|
| ☐ Christmas bingo | ☐ Pass-the-present game |
| ☐ Ornament craft | ☐ Snowball toss (paper) |
| ☐ Holiday trivia | ☐ Gift tag coloring |
| ☐ Reindeer headbands | ☐ Candy cane hunt |

SHOPPING AND SUPPLY LIST

THANK-YOU LIST

Planning more than one party?

The 55-page Classroom Christmas Party Pack adds games, bingo cards, sign-ups and printable notes. Shop AuraByRobbie on Etsy.