

# PARTY HOST PLAYBOOK

Your crazy fun Feed the Funnel party will be anything but ordinary. Planning your party, however, should be completely uneventful. To help you, we've created this Playbook which holds the keys to a successful party. As Alexander Graham Bell remarked, "Before anything else, preparation is the key to success."



## PEOPLE

- Invite Feed the Funnel participants to arrive 15 minutes before the party begins to get hairnets, gloves, and Funnel assignments
- Other key contacts from my group include:  
Secondary party host name \_\_\_\_\_ Cell \_\_\_\_\_  
Facilities contact name \_\_\_\_\_ Cell \_\_\_\_\_  
Loading dock contact name \_\_\_\_\_ Cell \_\_\_\_\_  
Technical (A/V) contact name \_\_\_\_\_ Cell \_\_\_\_\_

## FACILITIES

- My largest shift will have \_\_\_\_\_ people, and I need 20 square feet of indoor, climate-controlled space per person. I will need a total of \_\_\_\_\_ square feet.
- On the day of the party, turn down the air conditioning in this room to 65 degrees or lower as it can get warm during a party, especially in rooms with lower ceilings.
- If required, make sure that all A/V equipment is reserved and delivered.

## VOLUNTEERS FOR UNLOAD, SET UP & CLEAN UP

- Volunteers are needed to help unload and set up when The Pack Shack arrives, approximately two hours before the party start time. I will need \_\_\_\_\_ *#people times 10%* volunteers to help unload and set up.
- Volunteers are needed to help clean up at the end of the party. I will need \_\_\_\_\_ *#people times 10%* volunteers to help unload and set up.

# PLAYBOOK (CONTINUED...)

## TABLES & TRASH

- My largest shift will have \_\_\_\_\_ people, and I need one six or eight foot long by 30 inches wide rectangular tables for every five people. I will need \_\_\_\_\_ tables plus four more tables = \_\_\_\_\_ total tables. #people divided by 5
- Ensure that all tables are cleaned or covered before The Pack Shack arrives.
- Ensure that several small and large trash containers are available at the party.
- Ensure a plan for cleanup, if applicable. Have several brooms, dustpans and/or vacuums available before, during and after the party.

## UNLOADING & LOADING PROCEDURES

- Confirm that The Pack Shack has access to the dock and, if necessary, a dock appointment.
- On the day of the party, make sure that the pathway from the unloading area to the room in which the party will be held is free from obstruction.
- Ensure that any additional requested carts or dollies are available.
- If applicable, provide information for where The Pack Shack can park its trucks during the party. The largest truck is 26 feet long and 13 feet tall.

## NONPROFIT RECIPIENTS

- Ensure that the nonprofit recipient/s I've chosen to receive the meals are coming at the right time to pick up the meals.
- If the nonprofits/s are not coming, I have a plan for the pickup or delivery of the meals.

SEE YOU AROUND THE FUNNEL!