

Class Party Planning Kit

A practical kit for classroom parties with parent roles, snacks, supplies, activities, and a day-of checklist.

Choose the party path

- Low-mess activity party
- Snack and craft party
- Outdoor game party
- No-food classroom activity
- Holiday or seasonal classroom celebration

Keep it simple

- Pick one main activity, one backup activity, and one cleanup plan.
- Use parent sign-ups by category, not one long open-ended request.
- Check allergy and school food rules before asking parents for snacks.

Day-of reminders

- Bring extra napkins and wipes.
- Keep one quiet activity ready.
- Assign cleanup before the event starts.
- Send a short thank-you message after the party.

Parent message - party help

Hi everyone, we are planning the class party for [date]. Please use the sign-up sheet to choose one item or role that works for you. We need help with snacks, supplies, setup, cleanup, and one simple activity. Please sign up by [date] so we can confirm everything with the teacher.

Party planning table

| Area | Decision | Owner | Notes |
|-------------------|----------|-------|-------|
| Theme | | | |
| Snacks | | | |
| Games | | | |
| Craft or activity | | | |
| Supplies | | | |

| Area | Decision | Owner | Notes |
|---------|----------|-------|-------|
| Setup | | | |
| Cleanup | | | |

ClassMoms.com - starter template. Edit for your school, grade, teacher, and district rules.