

2019 Art Parties

Customize the party to what your child would like to make.



PARTY PLANNING & PREPARATION

Items To Bring:

- Cake
- Food and Drinks
- Rectangular Tablecloths
- Plates, Cups, Utensils, etc.
- Candles
- Lighter or Matches
- Decorations
- Party Favors

Items Not To Bring:

- Pets
- Confetti
- Glitter
- Feathers/Boa
- Piñatas
- Sparklers
- Silly String
- Alcohol

Items Supplied By Recreation Center:

- Room
- Tables
- Chairs
- Trash Receptacles
- Sink in the Room
- Soap and Paper Towels

PARTY SCHEDULE

15-30 Minutes before Party:

- Check in with front desk staff upon arrival
- Set up/decorate room
- Meet and greet your guest as they arrive

1 Hour in Art Classroom:

- Art Instructor will greet in the party room and lead the group to the art room.
- Instructor will demonstrate the project and work with the kids to create a masterpiece.
- Last 5 minutes: Wash up

Last Hour:

- Party room
- Art Instructor will deliver the projects to the party room.



ART PARTY PACKAGES: AGE 3-15

Package One – 2D Art Project: 1 to 12 Children

Create an art project in a flat two-dimensional picture format. Use supplies such as construction or watercolor paper, paint, pastel, pencils, glue and collage materials. The parent and birthday child will help determine the project with creative assistance from the art instructor. The instructor will mount all projects with a paper mat.

Package Rate: \$225

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Two – 2D Art Project: 13 to 20 Children*

Create an art project in a flat two-dimensional picture format. Use supplies such as construction or watercolor paper, paint, pastel, pencils, glue and collage materials. The parent and birthday child will help determine the project with creative assistance from the art instructor. The instructor will mount all projects with a paper mat.

Package Rate: \$250

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Three: – 3D Art Project: 1 to 12 Children

Create an art project in a sculptural three-dimensional format. Use supplies such as ceramic clay, polymer clay, wood, wire, paint and collage materials to make a sculptural art project. The parent and birthday child will help determine the project with creative assistance from the art instructor. If ceramic clay is chosen the art instructor will contact you approximately 10-days after the party to pick up the artwork. This allows the projects ample time to dry and be fired in the kiln. It is then the responsibility of the party parent to deliver the clay projects to the participants.

Package Rate: \$285

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

Package Four: – 3D Art Project: 13 to 20 Children*

Create an art project in a sculptural three-dimensional format. Use supplies such as ceramic clay, polymer clay, wood, wire, paint and collage materials to make a sculptural art project. The parent and birthday child will help determine the project with creative assistance from the art instructor. If ceramic clay is chosen the art instructor will contact you approximately 10-days after the party to pick up the artwork. This allows the projects ample time to dry and be fired in the kiln. It is then the responsibility of the party parent to deliver the clay projects to the participants.

Package Rate: \$320

The package includes the party room and art room rental, setup, instruction, cleanup for the art project and all necessary art supplies.

*Additional children may require a second paid art instructor.



WILMETTE PARK DISTRICT

Center for the arts

Community Recreation Center
3000 Glenview Rd., Wilmette 60091
847-256-9686 | www.wilmettepark.org



FREQUENTLY ASKED QUESTIONS

Q: We aren't sure how many invited guests are planning to come to our party?

A: We highly suggest you reserve the party for the maximum amount of people you could have. If you plan to send out 15 invitations, it is best to include 15 participants on the original reservation. The final count of participants is due the Thursday before your party by noon.

Q: I have questions for the instructor, how do I reach them?

A: Once the party has been booked an instructor will contact you by phone or email to work with you on your art project selection and answer any questions you may have.

Q: We want to invite a child not in the age range of the party participants, is that okay?

A: The art instructor will always do his/her best to accommodate the needs of the children. If you know of children who younger or older please let the instructor know so they can modify the project to make it age appropriate for them.

Q: Can we have two birthday children in one party?

A: Of course! When you book the party, please add a note stating there are two birthday kids in the package. All of the costs for the participants remain the same.

Q. Can I bring decorations to decorate the party room? How early can I get into the party room?

A: The party room will be available to you 30 minutes prior to your party. You're welcome to use your own decorations and/or paper products. To preserve the integrity of our party rooms, we do not permit silly string, confetti, or craft projects that involve pens, markers, paint, glue or glitter. Sticky tack must be used to hang decorations. Pins can be used on the bulletin boards. There is up to a \$100 charge for damage.

Q: Will staff members decorate the room before the party?

A: We will have the appropriate number of chairs and tables ready upon your arrival. Decorating the room is your responsibility. You'll have access to the party room 30 minutes prior to the start of your scheduled party and 1 hour during the art activity.

Q: How early should I tell my guests to arrive?

A: Please ask them to arrive ten minutes prior to your scheduled party. Make sure to use proper address on your invitations: 3000 Glenview Rd., Wilmette IL, 60091

Q: Can we start in the party room?

A: No, the art project will be created first. This will allow the instructor time to mount any projects or give the projects further time to dry.

Q: Do you provide all the necessary art supplies?

A: Yes, all the necessary supplies are included in your party package.

Q: Do you provide smocks or aprons?

A: We provide smocks and aprons to help cover the kids from the paint, plaster, etc. Please remember that this is an art party and kids will probably get messy.

Q: Can adults create the art project too?

A: Adults are always encouraged to help out, but remember the party project is meant for the kids.

Q: Can I see an example of what the children will be creating?

A: Yes, the art instructor will have a sample to view the day of the party. You may request to see an example via email beforehand.

Q: Do we bring home the art projects from the party?

A: Yes, the instructor will deliver the art projects to your room before the end of the party. Exception is for a ceramics party.

Q: If I choose a ceramics party, when will we get the art project to bring home?

A: The art instructor will contact you approximately 10-days after the party to pick up the artwork. This allows the projects ample time to dry and be fired in the kiln. It is the responsibility of the party parent to deliver the projects to the participants.

Q: Is there a refrigerator?

A: If needed, there is an accessible refrigerator in the kitchen on the first floor.

Q: Can I spend more than the designated time in the art room or the party room?

A: Sorry, but we cannot extend the time in the art room or the party room.



ART PARTY AGREEMENT

Reservation/Payment Information:

- Each additional instructor is \$75.
- The total party number must be provided no later than the Thursday prior to the event by noon. The total number of participants cannot increase after this time unless approved by the instructor.
- Payment in full to be received at time of the party reservation.

Party Details & Format:

- Guests are not allowed into party room until host arrives.
- Participants must be within 3-15 years old. Participants younger or older than the party package may find the art activities too easy or too challenging.
- The art instructor will escort the party children into the art room for the planned art activity.
- Parents/adults may observe in the art room or stay in the party room.
- After the art project activity, the art instructor will escort the participants into the Party Room for the final hour of celebration.

Food, Drink & Party Room Policies:

- There is a room incidental charge of up to \$100 if damage occurs.
- Host is responsible for providing party food, drink, cake, decorations, tablecloths and tableware.
- No alcohol is allowed at the party or on Park District premises.
- Food and drinks are allowed in the Party Room only.
- Host is encouraged to set-up and decorate the Party Room 15-30 minutes prior to the party and/or while kids are in the art room with the instructor. Sticky tack is the only acceptable adhesive to decorate the party room. Pins may be used on the bulletin boards.
- The party's host parent is responsible for all attending children at the party. The host parent must wait until all party children have been safely picked up.

Art Room Safety Rules:

- Children must listen and follow directions given by the art instructor.
- No food, gum, or drinks in the art room.
- No running.
- Shoes must be worn at all times.
- Wear appropriate clothing that can get messy. The art instructor will provide smocks and aprons. The Park District does not take responsibility for art party related stains on children's clothing.
- If any of the participants have special needs, please inform the art instructor before the party begins.
- If at any time a child exhibits inappropriate verbal or physical behavior that compromises their safety or the safety of another child or staff members, the child will be dismissed from the party.

Please contact Rick Flintz with any Art Party Questions at 847.920.3944 or rflintz@wilpark.org