# Party Pro Observation Checklist

Welcome to the Party Team! As you observe the party, take notes about what you like, so that you’ll be able to use similar tricks in your own parties. We can’t wait to see what you learn! Check out with Sherry after your shift today. Have fun!

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| \_\_\_\_\_\_\_\_\_\_’s Party | Date/Time | Party Host |
| **PARTY PREP** |
| What did the party host need to do before party start time to get ready? What else do you think you will want to do to make sure you’re ready for a party? |
| **WELCOME** |
| A host should always be waiting at the front door with a welcome sign for the birthday child. When the parent and child were greeted, how do you think they felt? How could you tell?How did the party host boost excitement when the party child and guests arrived?What else can you do to get your guests excited for their parties?What important details did the party host go over with the parent?How did the host make the party child feel like the star of the show? |
| **PARTY TIME** |
| How could you tell that the host was in complete control during the party?At any point, did the party host lose control of the party? If so, how did they regain control? |

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| **PARTY TIME CONTINUED** |
| What did the host do to stay on time during the party?Did the party have a good amount of energy? What did the host do to manage the energy when it was too high? When the energy was too low?What games did the host play with the party guests? Other game ideas?What did you notice about the way the host served food and cake to the guests?How did the party host manage unruly guests or other issues during the party?How did the host signal that party time was over and it was time to move on to the next activity?What else can you do to make sure the party is fun, well-organized and well managed? |
| **ATTRACTIONS** |
| One of the most important pieces of a world class party is managing transitions between activities. How did the host manage taking the party from one attraction or activity to another? |
| **ADDITIONAL THOUGHTS** |
| What is going to be your special talent or unique host characteristic that you’ll bring to a party?What else did you see that you want to be sure to remember for the future? |