



Studio Birthday Party

Dear Parents:

Thank you for choosing Abrakadoodle to host your child's special event! We look forward to partnering with you to create a colorful birthday memory based on your party theme and your child's special interests!

Our Process

- Party planning begins when we receive your completed birthday party *event form and your \$100 deposit, payable via check, cash or credit card.* When we receive your completed information: party theme, your child's special interests and medium, i.e. painting, clay, drawing, shadow box, Abrakadoodle framed project or canvas, date/time of party, number of anticipated attendees (*see attached information ;*) we'll reserve the Studio/ teachers to work with you.
- *Please keep in mind that all dates are reserved on a first-come, first-served basis no later than three weeks before your party date.*
- *Our parties are scheduled for 90 minutes (1 ½ hours.) Additional time can be added to your party in increments of 30 minutes by request for an additional fee.*
- When you've registered, please call us at the Studio: 443-841-7171 *two weeks prior to your party to confirm your party plans*, including the anticipated numbers of children attending. At this time, we'll finalize your payment balance.
- Your balance will be due the day of the party, *payable by check only.* Credit cards will not be taken or processed during your party time/date. You may leave your payment with our teacher.
- *We often have other commitments following your event, so your party must finish at the agreed- to time.*

Your Party

- On the day of your party, you may arrive at our Studio *30 minutes* before your party is scheduled to begin. Please suggest to your guests that they arrive on time in order to complete planned projects and party activities within the *hour-and-a-half time frame.* (*Guests should arrive no later than five minutes before your scheduled time, but no sooner than 15 minutes prior to the start time of your party.*)
- We encourage you to select and bring your child's favorite music CD with you on party day.
- Please let us know in advance whether or not adults will remain in our Studio for the party. This is important to note. We do have a small room, where you are welcomed to set up

beverages and snacks for your adult guests. Our Studio can seat a total of 40 guests. This number includes children in attendance. Keep this in mind when you invite adult guests.

- Should you have adults, who will remain at our Studio, please be sure to ask guests to be considerate of a teacher, who will guide your youngsters to create their own take-away masterpiece. If the children can't hear the teacher, this will affect their completed project.
- Our teachers do a pre-party activity for the first 15 minutes. We do this to accommodate arrival of your guests, should they join you later than your scheduled time. This keeps everyone focused until the art project begins.
- The planned party art project will begin promptly and will last for 45 minutes.
- Following our art project, you may continue with your birthday celebration for 30 minutes. During this time, our staff will be quietly putting away materials, etc.

Party Set Up

- ***We are a nut-free studio. Please consider this when planning your menu.***
- You may bring food, snacks and beverages into the Studio 30 minutes prior to the party and set up your cake, goody bags, etc. on the table we provide.
- We have a separate room for your adult guests as well! Our staff will have a table set up for your adult guests' food/beverages, if any. *Please ask your adult guests to speak quietly while the art projects are taking place.*

Abakadoodle will provide:

- All project materials and *Fabulous Teachers!*
- Take-home, original art masterpieces created by your youngsters!

Parking and Arrival

- Our Studio is located at 9606 Deereco Road, Timonium, MD 21093. Your guests may park in the convenient parking lot in the Timonium Commerce Park (facing our Studio).
- You and your guests will be greeted by Abakadoodle staff and will be asked to sign in at the registration desk to the right. Guests may store belongings in the cubbies on the left and remain seated until the party leader gathers the party attendees. *Please note that running in the Studio is not permitted at any time.*

Inclement Weather Considerations

- Please follow Channel 11 TV for weather –related closings. We follow Baltimore County Public School closings.
- For weekend parties, should you decide to reschedule due to impending weather issues, you must contact me no later than noon the day before your scheduled party. On this basis only, we will make every effort to find you a desirable date.
- Birthday Party Deposits are not refundable.

Should you have additional questions please contact *Pat Lakatta @plakatta@abakadoodle.com or 410-561-9220.*

Many thanks!