



BJNC BIRTHDAY PARTY PROCEDURES

Thank you for choosing the Bob Jones Nature Center as the special place for your child's birthday party event. We hope to make the experience naturally memorable and environmentally friendly!

- **INVITATION SUGGESTIONS:**

- Birthday party themes are as follows:
 - Suggested for 2 to 5 year olds
 - Dinosaurs
 - Fairies and Flowers
 - Furry Friends
 - Insect Investigations
 - Frogs are Fun
 - Suggested for 6 and older
 - Insect Investigations
 - Fossil Finders
 - Trail Blazers
 - Skins, Scales & Skulls
 - Twisting Twigs/Squashing Flowers
- Put RSVP date at least one week prior to party date.
- Advise party guests to dress for the outdoors, i.e. closed toed shoes, long pants preferred.

- **GUEST COUNTS:**

- Payment must be paid to the City three days prior to the event.
- We know that there may be times that guests may arrive unexpectedly. Unscheduled guests will not receive a party favor or craft activity since party preparation is based on the number of paid guests.
- All children who attend must be paid for – no tag-a-longs.

- **PARTY FAVORS, DECORATIONS, REFRESHMENTS:**

- All paid guests receive a craft activity and party favor.
- The BJNC provides eco-friendly...
 - plates, napkins, cutlery, cups.
- Birthday Party hosts provide:
 - cake, ice cream, all other refreshments.
- Do not bring:
 - latex balloons - mylar balloons are allowed in the building but not outside.
 - candles.

- **BIRTHDAY PARTY SCHEDULE (1 ½ HOURS):**

- 30 minutes: welcome, craft, theme presentation
- 30 minutes: outside experience (dependent on weather conditions)
- 30 minutes: parent-directed refreshments, gifts, etc.

- **POST-PARTY INFORMATION:**

- After the allotted party time (1 ½ hours), party participants are welcome to enjoy the grounds of the Nature Center & Preserve to allow instructors to prepare the room for the next activity.

- **CANCELLATION POLICY:**

- Refer to the City of Southlake policy in the Southlake Scene.

I have read and understood the above policies.

Party Host

Date