

# FORTS BIRTHDAY PARTY

## Party Host Outline

We are so excited you have chosen to share this special event with Filament. We are very excited to assist you and the birthday child in hosting a fun filled party!

### Schedule of Events:

Time (11am Party)	Time (1pm Party)	Time (3pm Party)	Time (5pm Party)	Event
10:30am	12:30pm	2:30pm	4:30pm	Party room set-up / Birthday child orientation
10:45am - 11am	12:45 - 1pm	2:45pm - 3pm	4:45pm - 5pm	Guests arrive
11:00 - 11:50am	1pm - 1:50pm	3pm - 3:50pm	5pm - 5:50pm	FORTS
11:50am	1:50pm	3:50pm	5:50pm	Guests move to party room
12:15pm	2:15pm	4:15pm	6:15pm	Party Ends
12:15pm - 12:30pm		4:15pm - 4:30pm	6:15pm - 6:30pm	Party family clean-up

### Filament Provides:

- Party Room w/ happy birthday sign
- Table clothes, plates, forks, napkins
- Juice boxes / goldfish for children
- Small speaker with stereo connection

### You Provide:

- Special treat (cake / cupcakes) and any special serving utensils
- Candles / lighter
- Supplemental decorations if desired (all must be removed at end of party)

### A note on Food:

- You are welcome to bring alternative packaged snacks to accommodate for dietary needs (no discounts are available for providing your own snacks).
- **If you want to provide additional food (i.e. pizza / sandwiches) there is an additional \$25 charge to add an additional 15 minutes to your time in the party room.**

**Birthday Child Orientation:**

When you arrive, one of our Adventure Guides will invite the Birthday Child to take a tour of the theatre. The birthday child will learn how they will have the opportunity to help out during the experience!

**Guests Arrive:**

When guests arrive you and/or your birthday child should welcome people and invite them into our lobby to put on a name tag and color. Please note, guests are not invited into the party room until after the FORTS experience.

**FORTS Experience:**

When it's time for FORTS to begin, our Adventure Guides will go through the rules and welcome guests into the theatre. Please note, this is not a drop-in play experience; rather, FORTS is a theatrical experience and it is very important that all guests arrive by the performance start time.

**Party Room:**

After FORTS our Adventure Guides will send guests into the party room. Guests should remain in the party room for the remainder of the party. Please note, at this point, our Adventure Guides will be re-setting and preparing for our next performance. The theatre lobby will not be available to your guests.

**Re-set:**

Our Adventure Guides may enlist some adults to assist in re-setting boxes after FORTS. This will only take about 5 minutes.

**Clean-up:**

When it's time for the party to end, you are responsible to:

- Clear all garbage into the garbage bin (Do not remove table cloth)
- Wipe down the tables
- flip chairs up onto the table

**Note about adults:**

We require you to have 1 adult for every 3 kids. We encourage adults to be prepped that they will be participating with their kids. This creates a super fun environment (even if adults are building their own forts!)

If you have any questions prior to your party, please email [boxoffice@filamenttheatre.org](mailto:boxoffice@filamenttheatre.org) or call 773.270.1660. If you have any questions during your party, please do not hesitate to reach out to our House Manager! Happy Building!