



153 Highland St, Port Chester, NY 10573 - 914-835-0010

## **Birthday Party Checklist:**

We have found that these suggestions help most party parents. We do ask that you remember that we are on a schedule for our birthday parties and each party must start and end on time. Please keep this in mind with your food choices. It is your job to make sure your guests leave in a timely fashion.

\_\_ Birthday parents should arrive 10 minutes early to allow for set-up but no more than 15 mins early.

\_\_ **Paper goods you may need:** plates, napkins, forks, serving utensils for the food, etc.

\_\_ Tablecloths if desired (3-5 depending on how many children).

\_\_ Cake or cupcakes (and birthday candles!!!) Ice cream cake is allowed!

\_\_ Water bottles and/or juice boxes/pouches.

\_\_ Banners, streamers, & balloons are allowed for the party room but not required. Remember the kids will be in the gym for most of the time so no need to go overboard. Sorry **NO piñatas or confetti allowed.**

\_\_ Goody bags/party favors if desired.

\_\_ Make sure your guests know to wear appropriate clothing to participate in a gymnastics party. No zippers, buckles, or belts. No loose or baggy items. Shorts worn under dresses.

\_\_ If you are ordering pizza or other food, be sure to order at least 24 hours in advance and have it delivered 45mins after the start of the party (to allow room for potential delays). You, of course, have your choice of food options, but for staff we often use Frankie & Louie's as it is close and delivers. 914-939-0202.

<http://www.frankienlouies.com/DataMenu.aspx>

**\*\*\*Be sure that on the invites you mention something like:**

**ISG Gymnastics's new location is:**

**153 Highland St  
Port Chester NY 10573**

**Some GPS and apps will still send you to our old address if you put in "ISG" and since that building was torn down you don't want to go there!**