Party Planning Example – Email/Signup/Games

(Based on Valentine's, but works for any holiday party.)

Parent Email Example:

Hello wonderful parents,

Our Valentine party is coming up on Thursday, February 13th, as there's no school on the 14th. We have a fun tradition in fourth grade: each child creates their own Valentine container at home (anything that fits in their locker) and brings it the morning of the party. They'll also bring 21 Valentines (one for each classmate), but please leave the "To" section blank—just fill in "From." This helps with quicker distribution! 🙂 Kids often include a small treat (candy, pencil, etc.) with each card, but please make sure it's with every card.

The party will be at 9:05am, with card exchange, a yogurt parfait bar, and a fun game. Parents are welcome to join the fun!

If you'd like to donate towards the party, please sign up here: [link].

Thank you for your support!

Best,
[Your Name]

Description for your online SignUp:

The Valentine party is almost here! Yay! We'll celebrate on [Thursday, February 13th], since there's no school on the 14th. The party will take place in the [at 9:05am], and will include a yogurt bar, Valentine card exchange, and a fun game.

Please bring in dry goods for [21 students] any time before the 13th, and yogurt, fruit, and other perishable items on the morning of the 13th. For cups, plates, etc., please consider a Valentine's Day theme.

Thank you for helping make this celebration special! ❤️

SignUp Ideas:

- Cut strawberries
- Blueberries
- Gluten free nut free granola
- Mini chocolate chips
- 21 cups for parfait and napkins
- 21 spoons and small plates
- 1 bottle of sprinkles and 1 tablecloth
- Pastries for 21 students
- 21 juice boxes
- Bag of banana chips
- Craisins
- Mini yogurt chips (white)
- Coconut flakes or bits
- 2 parent volunteers (8:00-9:15)

Game/Activity Ideas - Keep it simple & low cost, 15 minutes - unless teacher specifies

- Check **Hobby Lobby or Michaels for class sets** or look on **Pinterest** for easy, inexpensive crafts and games
  Game ideas for the class:
  - Valentine Bingo
  - Heart Relay Race – (think egg races) Divide the class into teams. Each player has to carry a heart (real or paper) from one side of the room to the other using only a spoon or their chin. Fastest team wins!
  - Valentine's Word Scramble – Write Valentine's-related words on the board (like "Cupid," "Love," "Heart"). Scramble the letters and have students race to unscramble them.
  - Pin the Heart on Cupid- (or Pin the Bow on the Heart, Pin the Letter to the Mailbox….) - Blindfold students and have them try to pin the item.
  - Pass the Heart – Play like "Hot Potato," but use a soft heart-shaped object (or Bear, Cupid, Box of Chocolates…). When the music stops, the person holding the heart is out until the last student is left standing.