



YOU'RE INVITED TO A

Light Party!

Lanterns, crafts & bright ideas

Hosted by

Date

Start and finish time

Venue

Activities / optional sessions

Food, allergies / access contact

RSVP by / contact

Bright clothes or your usual favourites. Costumes are optional.



Decorate Your Light Party Invitation

Light Party • Host preparation and display

Colour the lanterns and stars, then ask an adult to fill in the event details.

To

From

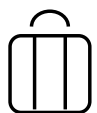
Date and time

Place

What to bring

Adult attendance arrangements

RSVP



Light Party RSVP Cards

Light Party • Host preparation and display

Please reply to the host using the agreed contact. Do not leave personal information on an unattended public table.

Child and attending adult

Number attending

Contact

Access or food needs to discuss privately

Returning by

Light Party Planning Checklist

Light Party • Host preparation and display

- ☐ Confirm the purpose and clearly label any Christian sessions
- ☐ Book venue, capacity, accessible route and toilets
- ☐ Agree safeguarding, supervision and collection procedures
- ☐ Choose date, start and finish times
- ☐ Set registration limit and RSVP contact
- ☐ Ask families about access, sensory and food needs
- ☐ Set budget and record confirmed donations
- ☐ Choose a manageable craft and game programme
- ☐ Assign helpers and station responsibilities
- ☐ Order supplies and print actual-size test sheets
- ☐ Prepare food ingredient and allergen information
- ☐ Check LED products and secure all batteries
- ☐ Plan quiet space, water and transitions
- ☐ Brief helpers and check room before arrival
- ☐ Check children out, clean up and review spending

Editable Light Party Budget Planner

Light Party • Host preparation and display

Enter local prices; quantity × unit cost = line total. Subtract confirmed contributions, add a contingency and compare the total with your spending limit. No prices are assumed.

Item / supplier	Quantity	Unit cost	Line total	Donation / credit	Paid?

Essentials: venue, supervision, paper, tools, water and agreed food. Optional: costumes, balloons, gifts and extra lights. Totals are calculated by the host.

Spending limit

Subtotal

Confirmed donations

Contingency

Final total

Light Party Shopping List

Light Party • Host preparation and display

Count registered children and simultaneous station places. Include a small contingency within your budget; check what can be borrowed first.

Supply / activity

Needed

Already have

To buy

Helper

Light Party Volunteer Roster and Briefing

Light Party • Host preparation and display

Name a lead for registration, collection, each station, food, quiet space and cleanup. Brief helpers on safeguarding procedures, allergies, access needs and how to raise a concern.

Helper

Time

Station / role

Backup / notes

Light Party Craft Station Instruction Cards

Light Party • Host preparation and display

LANTERN TABLE | Colour the panels. Adult helps cut. Fold and glue using the template. Paper decoration only: no flame or hot light.

STAR TABLE | Choose a star. Colour or pattern it. Adult helps cut. Tape to a paper handle or display.

RAINBOW TABLE | Colour the bands. Adult helps cut. Assemble using the matching template. Keep strings away from necks.

QUIET COLOURING | Choose a sheet. Sit comfortably. Share the pencils. Take a break whenever you need.

Light Party Event Running Sheet

Light Party • Host preparation and display

Include setup before guests arrive, water and quiet breaks, supervised collection and cleanup. Put an alternative beside every optional faith session.

Time

Activity / transition

Lead

Equipment / access notes

Light Party Activity Rotation Timetable

Light Party • Host preparation and display

Rotate small supervised groups between lantern craft, puzzles and quiet colouring. Allow transition time; children may remain at an accessible station rather than rotate.

Time

Group A

Group B

Group C

Transition helper

Light Party Equipment Checklist

Light Party • Host preparation and display

- ☐ Printed learner sheets and separate host keys
- ☐ One finished craft example and scale-checked templates
- ☐ Paper, spare card and washable table covers
- ☐ Pencils, crayons and age-appropriate glue
- ☐ Adult-managed scissors and small craft parts
- ☐ Readable station signs and clear walkways
- ☐ Steady room lighting and checked LED decorations
- ☐ Secure battery compartments and no loose cells
- ☐ Drinking water, ingredient labels and separate utensils
- ☐ Registration and authorised collection materials
- ☐ Quiet-space seating and accessible working surfaces
- ☐ Cleaning materials and waste / recycling bags
- ☐ Venue emergency information and named lead

Light Party Setup and Cleanup Checklist

Light Party • Host preparation and display

- ☐ BEFORE: Check exits, access routes, toilets and room capacity
- ☐ BEFORE: Secure cables and place decorations above reach
- ☐ BEFORE: Arrange tables with seated access and clear routes
- ☐ BEFORE: Prepare stations, examples, tools and supplies
- ☐ BEFORE: Check food labels, water and quiet-space signs
- ☐ BEFORE: Brief helpers and rehearse collection procedure
- ☐ AFTER: Check all children out using the agreed procedure
- ☐ AFTER: Count tools and collect all small pieces
- ☐ AFTER: Switch off LED lights and secure batteries
- ☐ AFTER: Wipe tables and check floor, toilets and exits
- ☐ AFTER: Sort waste and return borrowed equipment
- ☐ AFTER: Secure records and note improvements for next time

Attendance & Emergency Contacts

Light Party • Host preparation and display

Host use only. Collect only necessary information, explain its purpose and keep it secure. Follow your organisation's safeguarding and retention policies. Discuss sensitive needs privately; do not display this form publicly.

Child / group

Guardian / emergency
phone

Agreed collecting adult

In / out time

Food and Allergen Information Labels

Light Party • Host preparation and display

Check original packaging and host procedures. Do not guess or promise allergen-free preparation. Keep ingredients available for families to check.

Food / drink name

Full ingredients or packaging location

Allergens declared on ingredients

Prepared / supplied by

Utensil and cross-contact notes

Ask this adult before serving

Our event

Host planning workbook • Fill in before sharing invitations

Purpose and chosen theme

Date, venue and permitted capacity

Ages and registration limit

Who is leading and how to contact them

General activities and clearly labelled optional faith sessions

Children and helpers

Host planning workbook • Fill in before sharing invitations

Accessible entrance, toilets and working spaces

Sensory and communication adjustments / quiet space

Safeguarding and supervision arrangements

Check-in and authorised collection procedure

Food ingredients, allergies and private contact process

Stations and supplies

Host planning workbook • Fill in before sharing invitations

Crafts: materials per child × places

Games: learner sheets and separate host keys

Borrowed items, donations and purchases

Printing: A4 or Letter; actual-size test craft

Wet-weather and extra-attendance fallback

Our programme

Host planning workbook • Fill in before sharing invitations

Setup and helper briefing before arrival

Arrival and welcome

Stations and transition / water breaks

Seated food break and optional reflection alternative

Supervised collection, cleanup and helper review
