

# Party Booking Checklist

To help you stay organized when booking a party

## Prior to the Party

1. Go the YMCA and book my party
2. Print the Climbing Wall waiver forms from the website at [www.moosejawymc.ca](http://www.moosejawymc.ca)
3. Give out the initiations also available on the YMCA website
4. Included the waiver form in the invitations
5. Book my short YMCA tour and orientation
6. Go the YMCA for my tour and orientation

## Day of the party

1. Arrive to set up my party
2. Pick up the equipment keys from the front desk
3. Grab the DDR equipment and set it up
4. Hand in climbing waiver forms to the front desk
5. Have a great time
6. Clean up the party
7. Put tables and chairs away
8. Take DDR equipment back to the front desk
9. Clean floor if necessary
10. Clean up all garbage
11. Lock up the equipment room

Thank you!