

# **PARTY GUIDE**



**Vinyl Specialists**

**INDEPENDENT  
PARTY FACILITATOR GUIDE**

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## SECTION 3- HOW THIS WORKS

### 3.1 Facilitator Advertises They Are Working For Creative Gatherings

- Social Media
- Add a Page on Your Facebook Page (Share It!)
- Word of Mouth
- Groups You Might Be Involved In
- If you need ideas, ask!

### 3.2 Facilitator Books the Party on Creative Gatherings' Online Scheduler

- Someone contacts you and they want to schedule a party.
- You can not book a party early than 2 weeks out. Even then, it is rushed.
- Get this info:
  - Contact info- name, address, phone, email, date and time, party address, expected number of guests (this can change...) They will ask how many guests can I invite. Tell them space is biggest factor. A 6 foot table holds 4 typically.
- After getting info facilitator needs to go onto our website and schedule for the party host. We do this so we can plan ahead for materials. If date and time is already book, let us know and we can open it.

### 3.3 Creative Gatherings Will Set-up Facebook Group for the Party

- Creative Gatherings receives a text and email notification saying a party has been booked.
- Within a week, we will set-up a Facebook group.
- Creative Gatherings only sets up the initial group.
- We will add the independent party facilitator to the group, so they can see the due date for the sign orders and any information posted about the party.
- You will have to check the group every once in a while.
- You will be responsible for posting reminders for you own party.
  - **MOST IMPORTANT- REMIND THEM ABOUT DUES DATES.**

### 3.4 Creative Gatherings Prepares Signs

- Sunday, Monday and Tuesdays are using for Creative Gatherings to process orders, cut/stain wood and cut vinyl.

### **3.5 Facilitator Schedules Pick-Up Usually Wed, Thurs or Fri**

- **TEXT ANN (317)626-8862 to Arrange Pick-Up Wed, Thurs or Friday!**
- **2384 Solidago Drive, Plainfield, IN 46168**
  - Vinyl Stencils
  - Wood Boards
  - Party List
    - Include all signs purchased
    - Address and Phone
  - CASH
  - Any supplies you might want to purchase to save you trip to store.

### **3.6 Facilitator Refills Their Kit**

- Paints (When ordering, look at numbered list. Found at Walmart, Michaels or Meijer.)
  - Modge Podge
  - Modge Podge Spray (optional)
  - Glitter Blast (optional)
  - 6 Touch-Up Stains Grey Can/4 Pens (Whatever Colors You Need for That Party)
  - Napkins/Diaper Wipes
  - Exacto Knives
  - 5 Scrapers
  - 5 Pickers
  - Lil Brushes- Walmart
  - Make-up Applicators (7 or 8 per person)- Dollar Tree
- Per Person Items
- At Least 2 Paper Plates Per Person- Dollar Tree
  - Garbage Bag Per Person + 1 (in case it is raining + 1 to clean up as you go)
  - 1 set hangers (take with them) Order online at Ebay 100 for \$13

### **3.7 Facilitator Weeds and Tapes Signs**

- You should arrive at the party with your signs weeded and taped. The big rolls with our paper you can buy from us for \$55. These are much easier to use. In 911 situations, you can buy clear contact paper from WalMart or Dollar Tree.
- Remove/weed all the parts where you want paint to show.
- Then, use the edge of the table as an extra set of hands and put tape on top of vinyl.
- Use scraper to go over. Push hard.

### **3.8 Facilitator Arrives at Party and Sets-Up**

1. Introduce yourself to party host. Find out lay-out of the party.
2. Think about where to put paints, so easy for people to get.
3. Match up and lay-out boards and vinyl at seats. (They should be numbered.)
4. Put tools where they are easy to reach.
5. If you decide to purchase, set-up paint and paint selection boards. Good to hand-out as people arrive.

6. Pre-pour Modge Podge plates. Only need about half as many as people. Try not to over pour. The less you pour the better. (Scrape left-overs back into container.
7. If it is raining, ask them where there is a dry place to spray outside and sit signs

### **3.9 Facilitator Show How to Make Sign**

1. Introduce yourself! Make sure people feel comfortable. Tell them anything that is messed up can be fixed, so don't be nervous. Have people sit drinks to the side for this part.
2. Explain to them the tools. Scraper, picker and hangers important part. May want to put hangers in purse or pocket.
3. Have people look at their wood boards and choose a side. Some people like grainer wood or knotholes.
4. Explain the 3 parts of the paper, the vinyl and the transfer tape.
5. Have people scrape over the vinyl application with scraper. PUSH HARD.
6. Next our goal is to remove paper from vinyl and transfer tape.
  - Place vinyl application face down so paper is up.
  - Start at the TOP corner and slowly pull paper off towards you. It is easier to pull towards you than away. PUSH DOWN AS PULLING NOT UPWARD.
  - Be careful not to lose any parts or tear vinyl. Just push back down and pick off as you go.
  - Double-check your paper for any little pieces of vinyl and discard.
7. Line-up the vinyl and transfer tape sticky side down on the board. Use a partner to help if you have too.
  - Vinyl application should be pretty close in size to the board.
  - Sometimes, might have to use scissors to trim.
8. Once you have lined up, use scraper to make vinyl stick to board. Start at middle of board and work out.
  - Air bubbles under white vinyl are not important.
  - The important part is the area around the letters. It needs to be stuck down.
9. Once you have scraped the vinyl hard, start at the upper-corner and remove clear transfer tape. Pull it towards you.
  - Go slowly checking for little vinyl pieces.
  - Push back down any little pieces that want to come up.
  - Use scraper if you have too.
  - Check your design and transfer tape for any little pieces.
  - Discard tape once you have checked.
10. Scrape over vinyl on board with the scraper. Again, only parts around edges of letters and design are important.
11. Pass out plates with Modge Podge. Tell them it is safe to put drinks on table again.
12. Use the make-up sponges to dip, wipe on edge of plates and DAB Modge Podge on letters and designs. #1 THING IS TO DAB NOT A BRUSHING OR SMEARING MOTION. This seals and keeps paint from going under the vinyl. This closes off grooves in the wood.
  - This should be a thin seal. Modge Podge looks like Elmer glue. It will almost be transparent dry clear.
  - After the have covered their letters and designs, check the edges to make sure no bubbles or gaps in between vinyl and wood.
  - You can pass your Modge Podge plate onto someone else or discard.
13. Wait until the Modge Podge is dry. While it is drying, they can go pick out paint colors, mingle, whatever. It'll take 5-10 minutes to dry. You can touch to check.
14. PAINT SELECTION- EASY IF YOU BOUGHT PAINT BOARDS. IF NOT, you can have them test colors on back and wipe off with a baby wipe.

15. Once you have paint selected, squirt some onto a plate. You are going DAB paint on just like you did when you Modge Podged. Not brush... DAB.
  - These should be thin coats of paint. You can do multiple coats as they dry.
  - Vinyl is the same concept as painter's tape. If you coat on too thick, it will not create clean line.
16. Once your paint is dry, you can pull off the vinyl. It will tear and come off in pieces. That is ok! Use your picker that looks like a dental pick to get the little pieces up.
17. If you have bleeding areas, you can use your dental pick or Exacto knife to clean up. We have touch-up stain that we can use to help also. If you have areas that need touched up with paint, we have tiny brushes in your tool kit that you can use.
18. Dispose of your paint plate.
19. Give them hangers.
20. (OPTIONAL) Once you are completely finished, we will take it outside to seal with spray. Signs will be dry in about 5 minutes.
21. Take group pics and individually pics.
22. Post to your Facebook for advertisement for you. Take as many of them as you can.
23. Clean-Up
24. Ask them if they need anything else. If it is raining, give them bag.

### **3.10 Facilitator Cleans-Up**

- 1) Check to see what paint colors were used. Make note if need a refill of those paints. Save you from needing to check all of them. (You will need to let us know what you need.)
- 2) Pack up your paint boards.
- 3) Collect all the tools.
- 4) Ask them what to do with trash bag.
- 5) Pitch-In and help clean up. We have carried tables, chairs, helped people to cars, whatever. This is how you make people rebook with you. CUSTOMER SERVICE!