



Gathering Guide

The following can be used as a guide to assist you with making your event a success:

- A printable invitation template is available on our website for your convenience. The 4x5” card fits well with A6 envelopes available at most retailers in the stationary department.
- Socks are required for all guests. Please communicate this to your guests.

Additional socks will be added to the customer’s tab at \$2 per pair.

- Plan to arrive 30 minutes prior to your event to begin set-up.
- Prepare your decorations ahead of time to maximize your set-up. Please avoid confetti and glitter.

*CVPG staff are available to assist you with bringing in your items, and setting up basic decorations (placement on tables and walls, setting up your food tables at your discretion). We are not able to fully decorate your event, or help you create decorations (inflating balloons, creating centerpieces, and similar activities). If you require this level of assistance, please consider reserving a **HOST** add-on to your event.*

- Ask guests to bring unwrapped gifts or use a gift bag, as this will save you time during this phase of your event. Consider opening your gifts at home if you prefer.
- Clean up is expected to be complete by the end time of your event (ex. 3:30-5:30 indicates that you will be completed at 5:30pm).

*Extra time is available at the time of reservation as an **ADD-ON**.*

- Outside food is welcome. Consider choosing food items that are easy to prepare, easy to clean up, and easy to eat. Water bottles and/or cans are an easy drink option.

We do not have cooking facilities, a refrigerator, or a freezer. We do not have a sink for washing dishes. Bring plastic storage bags or take-out dishes to take your leftovers home easily.

- Please save favors until the end of your event, or as you say goodbye to guests.
- **Special considerations:** We do not allow alcohol in our facility. Profanity will not be allowed. We reserve the right to excuse guests not following these rules.