

# ARTSCOPE ART PARTY GUIDE

In this packet, you'll find the basics about our Art Parties, what to expect, and how to prepare for a great party experience. Take some time to read through to make sure you have everything you need to know!

We're here to make your party an unforgettable and joyful experience! If you have any questions or need clarity, **please give us a ring at 314-865-0060, text 314-314-750-9935 or email [info@artscopestl.org](mailto:info@artscopestl.org)**

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## ART PARTY OVERVIEW

- Art parties are geared towards ages 5 - 75+
- Art parties are usually 2 hrs long maximum
- We have a wide variety of projects and artistic mediums to choose from that can be specifically geared towards the your interests
- Our Art party staff is made up of local teachers and artists
- The celebrant and attendees will leave the party with a make and take home project
- We are discovery-led and encourage attendees, no matter the age, to identify and reflect on their interactions with the world around them through the lens of lifelong artistry

## ART PARTY SCHEDULE

This is the general schedule of what goes into and makes up our art parties to keep in mind when planning. We like to allow some flexibility to ensure festivities can go as planned.

30min-1hr prep time	Before Party Prep For Teaching Artist
First Hour (60min)	Art Lesson
Second Hour (60min)	Party: Games, Food, Gifts etc.
Last 15-30min	Clean Up & Departure

## **ARTSCOPE PARTY LOGISTICS**

### **ART PARTY SCHEDULE BREAK DOWN**

- We encourage you to arrive at your scheduled party time, but if necessary, you may arrive no more than 30 minutes before the scheduled party time to set up while our teaching artist is setting up at the cottage. Please be considerate of our artists' prep time.
- The party should start at or close to the scheduled time, with the first hour dedicated to the art project / lesson.
- (For children's parties) Parents are welcome to hang out in our foyer while the lesson is conducted in our studio. If weather permits, our porch and picnic tables are also available for parents to hang out or set up for other party-related activities or food while the lesson is being led.
- After the project, we transition into whatever the client has planned, whether that's food, games, lounging, etc. Again, if weather permits, our porch and picnic tables are open for your use.
- You should begin wrapping up the party at least 15 minutes before the scheduled end time. If the party was held outside, be sure to pick up all trash thoroughly. You will need to have your belonging removed from the cottage at the scheduled end time. Any activities that carry over in the cottage after the scheduled end time may incur additional fees.

### **FOOD, DRINKS, DECOR**

- Artscope does not provide or include food, drinks, or decor in our art party services; you are responsible for bringing and setting up these items if you choose to do so.
- If you require refrigeration, please ask your assigned teaching artist to direct you to it.
- Please keep in mind any potential food allergies of those you are inviting. Artscope is not liable for any food allergies or cross contamination that may occur.

## LOCATION & PARKING

- Artscope is found at the intersection of Arsenal Street and Tower Grove Avenue in Tower Grove Park.
- Please park your car on W. South Dr, or on Arsenal Street.
- W. South Drive is a one-way street that runs directly beside our building off of Tower Grove Ave. You can pull in and park all the way up to the “do not enter” sign, or you can enter from Kingshighway and keep right till you see our cottage at the end of the road.
- **IMPORTANT: If you have scheduled a party for Saturday before or around 12pm, depending on the season, there is usually a farmers market until 12:30pm that takes up a lot of parking near the cottage and also blocks some roads surrounding Tower Grove Ave. In this case, we recommend parking on Arsenal, Bent, or Morganford and walking over from there.**

## ARTSCOPE SAFETY

### EXPECTATIONS

- You and/or a designated adult(s) should be present / on the premises at all times during a child's art party.
- You are responsible for your attendees’ behavioral or medical needs.
- Our studio, foyer, and outdoor areas should be completely cleaned and cleared of party trash

### WELLNESS

***NOTE: Artscope staff are First Aid/CPR Certified. Artscope staff are not medical professionals and are not authorized to administer medication.***

- Members should not attend Artscope if you or a child has:
  - strep throat which has not been treated with an antibiotic for 24 hours;
  - any rash or acute onset associated with fever or symptoms of illness;
  - a temporal temperature of 100.4 degrees or higher;
  - persistent vomiting and/or diarrhea in the past 12 hours;
  - head lice;
  - any communicable diseases – chicken pox, conjunctivitis (pink eye), cold/flu, etc.

## **WEATHER**

- Art parties are generally held rain or shine because our studio space is indoors.
- If a pop-up shower surprises us during an outdoor portion of the party, activities can generally be relocated to our porch or inside the cottage.
- If severe weather occurs before or near the start of the party, we may coordinate to see if the party can be moved later in the day or rescheduled for another date. This will be at Artscope's sole discretion. If neither of these options are possible, you are eligible for a partial refund.

## **CANCELLATION POLICY**

- Cancellations must be made at least two weeks in advance to qualify for a partial refund.
- Cancellations made less than two weeks prior to the event will not be eligible for a refund.
- A \$50 administrative fee will be deducted from all refunds for processing.
- In the event of an emergency cancellation, refunds will be evaluated on a case-by-case basis.

## **TEACHER EXPECTATIONS**

- Be sure to double check the [Art Party Schedule](#) to refresh yourself on how many guests are expected, clients name, phone number and the requested project as you begin prepping.
- Teachers must arrive at the cottage 1 hour to 30 minutes before the start of each party to prep and let clients in (even if you prepped the day before)
- Be sure to have your phone on you and answer any phone calls that come through the Artscope landline, as the client may be trying to get ahold of you.
- Please come fully prepared to lead the lesson clearly and professionally.
- BEFORE and AFTER the party, be sure the bathroom has been cleaned, swept, and is stocked with toilet paper and paper towels. All trash and scraps should be swept up in the studio and all trash disposed of in our outdoor trashcan.

