

## Sample AAC Party

Location:

Schedule:

- 8:45 -10:00:
- 10:00 -10:30:
- 10:30 -11:30:
- 11:30 -12:00:
- 12:00 -12:30:
- 12:30 - 1:00:

Invited Guests:

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Students:

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Pre-Party Jobs:

1.

Day of the Party Jobs:

- Pick up fruit trays, cake, coffee, etc.
- Decorate and set up multipurpose room.
- Set up SMARTboard, projector, computer (slide show, movie).
- Welcome table: Students introduce themselves in order to get name tag, introduce EA if able.
- Monitor parking lot
- Take photos throughout party.
- Print individual student photos and add to books.

- Coordinate entry games and toys:
  - Marble Works, cars and board for zooming.
  - Use aided language boards, devices while they play.
- Set up and run sticker/tattoo station:
  - 2 switches “I want a sticker please” or “I want a tattoo please”
  - Use communication devices to describe the one they want if appropriate.
- Set up and run *AllTurn-it* station:
  - Use switch and spinner loaded with things kids find in their device and share with group  
e.g. favourite colour / food / page in device.
- Set up and run *Go Fish* card game table:
  - Use communication boards, card holders.
- Set up and run celebration video and give out certificates.
- Monitor food, drinks, mingle with adult guests.
- Make sure all kids have a *goodie bag* to take away with them – little gift, book about the party (including photo of self at the party) which they can show to class when they return.

#### Post-party Jobs:

- Clean up multi-purpose room.
- Send thank you and evaluation questions to SLPs.
- Send thank you notes to schools (admin, EAs), school (for use of room), important guests and trustees, transportation.
- Gather and file photos.