



Birthday Party Host Checklist

- Return the *Lincoln Marsh Requested Program Agreement* as soon as possible after making your reservation.
- Pay at least two weeks prior to your party.
- Notify Lincoln Marsh office of any changes in guest numbers (there may be an additional fee).
- Bring one adult chaperone for every 10 children (one adult for every 5 children for Treasure Hunt). Chaperones should encourage participation and assist when requested as well as be responsible for conduct/discipline.
- Give all guests/chaperones the [Important Information for Birthday Party Guests](#) handout.
- Give drivers the [Important Information for Drivers](#) handout if the party will be at Lincoln Marsh or the Northside Park address (1300 N West St. Wheaton, IL 60187) if the party will be at the Girl Scout Cabin or Boy Scout Cabin. Both cabins are located on the east side of Northside Park. [Northside Park Map](#)
- Bring decorations, food, and tableware as desired. There is no running water at Lincoln Marsh so bring drinking water as well as wet wipes or hand sanitizer for cleanup. Please no piñatas or Mylar balloons. You are welcome to arrive up to 30 minutes early to decorate.
- Leave the shelter area/cabin as you found it. Clean up messes and use tablecloths if necessary. Please be finished cleaning up by 30 minutes after your party.
- Please avoid using the garbage cans. Bring trash bags to pack out what you pack in. Try to use reusable containers as much as possible. Please notify Lincoln Marsh office if a nut/allergy-free eating table will be needed.
- Arrive on time (parties will not be extended due to late arrival).

All handouts are available on our website.