



GIVE TO THE PARTY ORGANISER

# Charm Bar Host Instructions

Set up your drop off kit, help guests make their jewelry, and pack the reusable equipment for its agreed return.

## Before guests arrive

- Set up a stable table with chairs, good lighting, and enough room for each guest. Keep food and drinks away from the jewelry workspace.
- Lay out charm trays, chains, pouches, and the guest instructions. Keep cutters with the adult helper.
- Check the equipment against the included inventory. Tell us promptly if something is missing or damaged.

## During the activity

- Show guests the sample piece and explain the charm allowance. Ask them to arrange their design before attaching anything.
- Demonstrate how to twist a jump ring open and closed using two pairs of pliers. Help guests close rings fully.
- If tools are shared, take turns attaching charms. Keep younger children supervised and small parts away from mouths.
- Check each finished piece for open rings, sharp edges, and a working clasp before it goes into its pouch.

## Pack up and return

- Guests keep the jewelry and take home pouches included in the package.
- Return all reusable tools, trays, tubs, and unused stock supplied with the kit. Keep charm types separated and lids secure.
- Count equipment against the inventory. Set damaged items aside and tell us what happened.
- Follow the agreed collection or return arrangements below. Leave cleaning to us unless we have supplied specific instructions.

Included charms per guest: \_\_\_\_\_ Adult helper: \_\_\_\_\_

Return or collection date and time: \_\_\_\_\_

Return location: \_\_\_\_\_

Business contact: \_\_\_\_\_