

Adult Birthday Host Run Sheet

Keep the evening flexible with a few anchors for arrivals, food, introductions, dessert, and goodbyes instead of a minute-by-minute program.

START	END	GUEST COUNT	ANCHOR MOMENT
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ARRIVAL ☐ Greet + point to coats ☐ Show drinks / food ☐ Make first cross-group introduction	MIDDLE ☐ Watch food / water once ☐ Use optional anchor if energy dips ☐ Bring dessert out when natural ☐ Do not force every planned activity
CLOSE ☐ Signal last food / drink refill ☐ Help with rides if relevant ☐ Collect valuables / gifts ☐ Start light shutdown	

HOST NOTE / CHANGE I WANT TO REMEMBER