

This checklist is intended to empower teams to host their paint-by-number social without getting bogged down in the details. Think of this as a step-by-step guide to make your event planning smoother and easier.

This checklist is here to help your team plan and host a fun paint-by-number social activity with minimal fuss. Just follow these steps!

Paint-by-Number Social Toolkit: Checklist

__ Set the Date, Time, and Location

Pick a date and time that works best for most team members.

Consider typical meeting times or a dedicated social slot.

To keep it simple, choose times outside of main meals so that snacks can be used in lieu of serving an entire meal.

__ Reserve Your Kits

Kits are first come, first served. Email wellbeing@urmc.rochester.edu to make an appointment with the OWB to pick up your kits.

Based on interest and theme (if any), choose the specific paint-by-number scenes (landscapes, flowers, seascapes, kids' themes).

__ Choose Your Theme (Optional but Recommended!)

Decide if you want to add a theme (like the Tropical Seascape, Garden Soirée, etc.) to make it an "experience."

This will guide the remaining choices.

__ Choose a suitable location

Review the enhancement suggestions for considerations, or even a virtual gathering if kits are distributed beforehand (though in-person is often better for social interaction).

Ensure the location will have enough space to spread out and have all of the supplies for each kit.

If planning an outdoor event, have a clear weather cancellation/relocation plan in place

__ Send invitations (sample email included)

Gauge how many team members are interested in participating.

Outlook calendar invites are recommended. They hold the time on everyone's calendars and allow you to track RSVPs.

Include the date, time, location, and a brief description of the activity.

Mention the theme (if applicable)

Include any suggestions (like dressing up, bringing a themed snack/drink).

Include weather cancellation/relocation plan.

Crucially: Request RSVPs by a specific date so you can finalize kit numbers and plan the space.

__Finalize Kit Count

Confirm the number of kits needed based on RSVPs.

****It is recommended to iron (on low, with the print side face down) the paintings so that they will lie flat.**

__ Plan Refreshments & Decor (If Applicable)

Based on your theme (or just general preference), decide on snacks and drinks.

Keep it simple!

Plan any simple decorations that fit the theme or just make the space feel festive.

__Prepare the Space Plan

Think about how you'll arrange tables and chairs to give everyone enough space to paint comfortably.

Consider extra table space for paintings to dry, near outlets to use blow dryers to speed the drying process if useful.

__Gather Supplies

Ensure you have basics like:

- Paper towels or wipes for spills
- Cups for water (to rinse brushes)
- Access to water
- Consider paper plates or palettes if people want to mix colors more freely (though kits usually have everything needed)
- Trash bags for easy cleanup are also helpful
- Bluetooth speaker(s) for music
- Considerations for littles (smocks, instructions to wear old clothes, bring old extra t-shirts, etc.)
- Blow dryers to quick dry paintings
- Command strips or other temporary hanging options (twine/string + clothes pins) to display finished products or to hang to dry
- Helium if you want balloons to float
- Tables or flat surfaces to paint on
- Chairs or “bring your own chair” instructions in the invitation

Day Of the Event

__Set Up the Space

Arrange tables and chairs.

Set out any decorations.

Consider where painting will happen.

Consider where snacks and drinks will be offered.

Place QR codes where they are accessible for all.

__ Play background music if planned

__Prepare Refreshments

Set out snacks and drinks.

__Distribute Kits

Place a kit at each person's spot or have them pick one up as they arrive.

__Paint & Socialize!

Let everyone enjoy the process. Encourage conversation and collaboration.

__Display (Optional)

As people finish, they can optionally display their work.

__Clean Up

Ensure the space is tidied, trash is collected, and any borrowed items are returned.

__Gather Feedback

Remind attendees to please complete the survey.

A quick informal check-in to see what people enjoyed and if they have suggestions for future activities.

__Report back to OWB

- # of participants

- Satisfaction rating

- Return any unused supplies