

BIRTHDAY PARTY CERTIFICATION MANUAL



MALTA



Martial Arts Leadership Training Association



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Staff Evaluation

Name _____	Helping										Birthday Party # 1
School prep/ Party appearance	1	2	3	4	5	6	7	8	9	10	
Welcome and Initial greeting	1	2	3	4	5	6	7	8	9	10	
Welcome music/ Ambience	1	2	3	4	5	6	7	8	9	10	
THE PARENT SPEECH (beginning)	1	2	3	4	5	6	7	8	9	10	
Sizzle time	1	2	3	4	5	6	7	8	9	10	
THE VISION/ party rules (kids)	1	2	3	4	5	6	7	8	9	10	
Games/ benefits	1	2	3	4	5	6	7	8	9	10	
Parent interaction (beg- middle)	1	2	3	4	5	6	7	8	9	10	
Transitions (games to food)	1	2	3	4	5	6	7	8	9	10	
Use of POINTS	1	2	3	4	5	6	7	8	9	10	
Transitions (food to karate)	1	2	3	4	5	6	7	8	9	10	
THE CLASS	1	2	3	4	5	6	7	8	9	10	
Parent interaction (middle to end)	1	2	3	4	5	6	7	8	9	10	
Transitions (karate to cake)	1	2	3	4	5	6	7	8	9	10	
Cake cutting and song	1	2	3	4	5	6	7	8	9	10	
Transitions (cake to wheel)	1	2	3	4	5	6	7	8	9	10	
THE CLOSING	1	2	3	4	5	6	7	8	9	10	

The goal of the party is to book 100% of non members to return. The goal of this evaluation is to increase any areas of weakness and build on areas of strength. When every aspect of your party is at 8 or better your booking rate will increase 100%



Name _____	Helping	Birthday Party # 2
School prep/ Party appearance	1 2 3 4 5 6 7 8 9 10	
Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
Sizzle time	1 2 3 4 5 6 7 8 9 10	
THE VISION/ party rules (kids)	1 2 3 4 5 6 7 8 9 10	
Games/ benefits	1 2 3 4 5 6 7 8 9 10	
Parent interaction (beg- middle)	1 2 3 4 5 6 7 8 9 10	
Transitions (games to food)	1 2 3 4 5 6 7 8 9 10	
Use of POINTS	1 2 3 4 5 6 7 8 9 10	
Transitions (food to karate)	1 2 3 4 5 6 7 8 9 10	
THE CLASS	1 2 3 4 5 6 7 8 9 10	
Parent interaction (middle to end)	1 2 3 4 5 6 7 8 9 10	
Transitions (karate to cake)	1 2 3 4 5 6 7 8 9 10	
Cake cutting and song	1 2 3 4 5 6 7 8 9 10	
Transitions (cake to wheel)	1 2 3 4 5 6 7 8 9 10	
THE CLOSING	1 2 3 4 5 6 7 8 9 10	

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Name _____	Helping	Birthday Party # 3
School prep/ Party appearance	1 2 3 4 5 6 7 8 9 10	
Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
Sizzle time	1 2 3 4 5 6 7 8 9 10	
THE VISION/ party rules (kids)	1 2 3 4 5 6 7 8 9 10	
Games/ benefits	1 2 3 4 5 6 7 8 9 10	
Parent interaction (beg- middle)	1 2 3 4 5 6 7 8 9 10	
Transitions (games to food)	1 2 3 4 5 6 7 8 9 10	
Use of POINTS	1 2 3 4 5 6 7 8 9 10	
Transitions (food to karate)	1 2 3 4 5 6 7 8 9 10	
THE CLASS	1 2 3 4 5 6 7 8 9 10	
Parent interaction (middle to end)	1 2 3 4 5 6 7 8 9 10	
Transitions (karate to cake)	1 2 3 4 5 6 7 8 9 10	
Cake cutting and song	1 2 3 4 5 6 7 8 9 10	
Transitions (cake to wheel)	1 2 3 4 5 6 7 8 9 10	
THE CLOSING	1 2 3 4 5 6 7 8 9 10	

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Name _____	Helping	Birthday Party # 4
School prep/ Party appearance	1 2 3 4 5 6 7 8 9 10	
Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
Sizzle time	1 2 3 4 5 6 7 8 9 10	
THE VISION/ party rules (kids)	1 2 3 4 5 6 7 8 9 10	
Games/ benefits	1 2 3 4 5 6 7 8 9 10	
Parent interaction (beg- middle)	1 2 3 4 5 6 7 8 9 10	
Transitions (games to food)	1 2 3 4 5 6 7 8 9 10	
Use of POINTS	1 2 3 4 5 6 7 8 9 10	
Transitions (food to karate)	1 2 3 4 5 6 7 8 9 10	
THE CLASS	1 2 3 4 5 6 7 8 9 10	
Parent interaction (middle to end)	1 2 3 4 5 6 7 8 9 10	
Transitions (karate to cake)	1 2 3 4 5 6 7 8 9 10	
Cake cutting and song	1 2 3 4 5 6 7 8 9 10	
Transitions (cake to wheel)	1 2 3 4 5 6 7 8 9 10	
THE CLOSING	1 2 3 4 5 6 7 8 9 10	

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Name _____	Helping	Birthday Party # 5
School prep/ Party appearance	1 2 3 4 5 6 7 8 9 10	
Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
Sizzle time	1 2 3 4 5 6 7 8 9 10	
THE VISION/ party rules (kids)	1 2 3 4 5 6 7 8 9 10	
Games/ benefits	1 2 3 4 5 6 7 8 9 10	
Parent interaction (beg- middle)	1 2 3 4 5 6 7 8 9 10	
Transitions (games to food)	1 2 3 4 5 6 7 8 9 10	
Use of POINTS	1 2 3 4 5 6 7 8 9 10	
Transitions (food to karate)	1 2 3 4 5 6 7 8 9 10	
THE CLASS	1 2 3 4 5 6 7 8 9 10	
Parent interaction (middle to end)	1 2 3 4 5 6 7 8 9 10	
Transitions (karate to cake)	1 2 3 4 5 6 7 8 9 10	
Cake cutting and song	1 2 3 4 5 6 7 8 9 10	
Transitions (cake to wheel)	1 2 3 4 5 6 7 8 9 10	
THE CLOSING	1 2 3 4 5 6 7 8 9 10	

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Staff Evaluation

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School prep/ Party appearance		1	2	3	4	5	6	7	8	9	10
Welcome and Initial greeting		1	2	3	4	5	6	7	8	9	10
Welcome music/ Ambience		1	2	3	4	5	6	7	8	9	10
THE PARENT SPEECH (beginning)		1	2	3	4	5	6	7	8	9	10
Sizzle time		1	2	3	4	5	6	7	8	9	10
THE VISION/ party rules (kids)		1	2	3	4	5	6	7	8	9	10
Games/ benefits		1	2	3	4	5	6	7	8	9	10
Parent interaction (beg- middle)		1	2	3	4	5	6	7	8	9	10
Transitions (games to food)		1	2	3	4	5	6	7	8	9	10
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Transitions (food to karate)		1	2	3	4	5	6	7	8	9	10
THE CLASS		1	2	3	4	5	6	7	8	9	10
Parent interaction (middle to end)		1	2	3	4	5	6	7	8	9	10
Transitions (karate to cake)		1	2	3	4	5	6	7	8	9	10
Cake cutting and song		1	2	3	4	5	6	7	8	9	10
Transitions (cake to wheel)		1	2	3	4	5	6	7	8	9	10
THE CLOSING		1	2	3	4	5	6	7	8	9	10

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School prep/ Party appearance	1 2 3 4 5 6 7 8 9 10	
Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
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Welcome and Initial greeting	1 2 3 4 5 6 7 8 9 10	
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THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
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Welcome music/ Ambience	1 2 3 4 5 6 7 8 9 10	
THE PARENT SPEECH (beginning)	1 2 3 4 5 6 7 8 9 10	
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THE CLOSING 1 2 3 4 5 6 7 8 9 10

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Certification Completed Date _____

Chief Instructor _____