

Hosting the Perfect Scavenger Hunt Party

Check when complete	Timeline	Task
	1-2 weeks prior to the party	Send invitations to your guests. You will need an RSVP on the invitations.
	3 days to 1 week prior to the party	Check your RSVPs. Contact any guests who have not given an RSVP. Once you have the number of guests who will attend, go to the next step.
	~2-3 days prior to the party	Poll your guests and determine the number of possible available drivers for the hunt. You may need to contact family members / family friends for additional drivers.
	~2-3 days prior to the party	ALSO - Poll your guests and determine the number of possible digital cameras for the hunt. You may need to contact family members / family friends to borrow digital cameras if you do not have at least one per team. You can also try to locate video cameras to video the teams during the hunt.
	1 day prior to the party	Now that you know how many drivers, cameras, and how many guests, print off the right amount of task sheets (page 1 and 2) and team rule summary sheets for each team. Without looking at the tasks – stuff them into envelopes and seal them. Also, print the judging sheet.
	1 day prior to the party	Cut out the appropriate number of team selection squares, fold them, and put them into a container. Also, if you are using the 'Ooops, I didn't respect the team Captain' sheets – cut those out and put one in each envelope with a closed safety pin.
	1 day prior to the party	Read the host instructions! You will be the one explaining the rules to your guests at the party so you need to be familiar with the rules in case there are questions.
	1 day prior to the party	Decide on which appetizers and drinks that you will serve to your party guests. They will be at your home ~ 1 hour before the hunt and ~ 1 hour after the hunt. Food and drink is necessary 😊 Go to the store and purchase the ingredients for these items.
	1 day prior to the party	Purchase some fun balloons and streamers. You can either buy a helium tanks at a party store for ~ 25.00 or order helium balloons to be picked up the day of the party. If you are giving a themed party (i.e. holiday, valentines, etc.) you should definitely grab some party décor within the theme!
	The day of the party	Call the potential drivers and remind them to fill up their car tanks with gas – you don't want lengthy gas station visits delaying your teams.

	The day of the party	Check to be sure you have the judging sheet. You will need this at the conclusion of the party during the judging.
	The day of the party	Prepare appetizers and drinks (cocktails for adults and fun hot chocolate concoctions or virgin daiquiris for teens). Get everything ready to go at least an hour before the party. However, hot and cold appetizers should not be put out until ~ 5 minutes before the guests arrive to maximize food safety.
	The day of the party	Decorate the outside and the party room with the party décor, balloons and streamers. This is optional, but adds a fun layer to the party.
	The day of the party	Play some fun music in the background. If you are giving a themed party (i.e. '80s, holiday, etc.) play music within that theme.
	When the guests arrive	Serve appetizers and drinks to the guests and allow them to socialize until everyone has arrived.
	Once everyone has arrived	The first thing you should do as the host of the hunt is to grab everyone's attention. Make sure they're all set with appetizers and drinks and sit them facing you. Go over the game rules and then ask for questions. If for any reason a guest asks a question that is not covered in the rules – then go ahead and make the decision for the group and stick with it.
	Draw for teams	Have everyone line up and let them draw a team selection square from any container you wish to use. Once everyone has drawn, those guests with the same squares will group together to form the teams.
	Select Team Leaders	Per the instructions for the party, the teams should elect their Captain, Navigator, Camera Operator, Safety Manager, and drivers.
	Check cameras and cell phones	Check everyone's recording devices (i.e. cameras, video recorders, etc.) to be sure they are in working condition. Check the time on the team Captain's cell phones to ensure everyone's time is synchronized.
	START THE GAME!	Start the time and make sure that all team captains are aware the time that they need to have their teams back to avoid penalties.
	Back at home base	While you are collecting the picture proofs or video proofs, serve your guests appetizers and drinks once again. They'll be excited and tired from the hunt and will need a 'pick me up' and something to do to occupy their time while you prepare the picture proofs for viewing.

	Judging	After the 2 hour hunt, collect your guests around whatever viewing device you choose to use. You can hook up the digital cameras or video cameras to a computer and view it on the monitor, you can burn the pictures to a DVD and view them on a television by using a DVD player, or if you used video cameras – you can simply hook up the camera to the television and view from the video camera.
	Filling in the score sheet	View the picture proofs one by one for each team and determine if they should be 'successful' or 'unsuccessful' depending on your opinion if they met the challenge of the task at hand. Fill in the score for each team; add them up and in the event of a tie – the unsuccessful tasks serve as a tiebreaker.
	RELAX	Take some time with your guests reflecting on the hunt and laugh, laugh, laugh some more! And finish those appetizers – they cost money!