



General Guidelines

Setting up your Groovy Girls Party can be simple and fun! Please review the following guidelines to make sure your Groovy Girls event runs smoothly.

Event Promotion

- Start 4-6 weeks in advance.
- Postcards and flyers are the easiest and most economical means of mail promotion. Make sure to list the age range, date, time and cost (if applicable) of the event. Everyone on your mailing list should receive an announcement.
- Your store calendar, newsletter, website, social media signage or registration center are perfect tools to promote your event! Make use of the space in your store windows and counters to enhance your Groovy Girls displays and promote the event.

Age Range

- The ideal range for most of the events is 7 and up. (age ranges are listed with each specific event activity)

Registration

- Typically, stores cannot accommodate more than 12 children during an event. However, if you have more space and more staff members to help, go ahead and invite more! There should be one staff member to every 4 children. Plan on lots of questions from the kids!
- Advance registration will help you control the number of children attending and help ensure your party's success.
- A small registration fee per child can be added to cover the costs of materials, snacks, etc.

Date/Time

- When doing a summer party, any day and time is okay. During the school year, try to hold your event over the weekend, that way it's more convenient for the child and parent to arrange their schedules. Schedule the event early; we suggest anytime between 10 a.m. and 12 p.m.
- For evening events, we suggest anytime between 6:30 p.m. and 8:30 p.m. The event should be at least 1 hour, not to exceed 2 hours.

Prizes Included

See your sales representative for options.

Groovy Girls Merchandise:

- Pencils
- Bracelets
- Tattoos
- Headbands
- Gift Bags

All items are not for resale.

Event Requirements

- Make sure to include a snack for everyone! Don't forget the paper plates, napkins, forks and cups! Try offering lemonade instead of soda products for an evening party.
- Gift bags for each participant – Bags should have each child's name on the front
- Digital camera
- Certificate of completion/participation
- Other items could be: coupons, patterns, store merchandise, etc

Included in your Digital Party Kit

- Introduction letter
- Guidelines
- Party Activities
- Clothing pattern
- Certificate of Participation template
- Postcard invitation template
- Groovy Girls party sign template
- Groovy Girls coloring pages



Promoting Your Event



You can either send your files to have them printed or you can create and print your own promotional materials. For this, there are a few options:

If you don't have a program to work with art files, use word to insert the .png or .jpeg picture of the postcard or sign into a word document or publisher program, then type your event and store information then choose text wrapping under the picture tools to place the picture behind the text, you can also use text boxes. Then, position things where you'd like them to look, and lastly print your file and trim if needed.

You can also just print and trim the blank files as they are and write in your event information with a marker.





Groovy Girls Birthday Party

Celebrate the birth of all Groovy Girls with a Groovy Girls Birthday Party! Have fun with decorations and don't forget the snacks!

Face painting

Face painting is a fun and creative activity for anyone. It's sure to be a hit at this birthday party!

MATERIALS

- Face painting kits
- Butter/margarine tubs filled with water
- Paper towels
- Cotton balls

INSTRUCTIONS

1. Set up two face painting stations.
2. Have an adult at each station paint a child's face.
3. Have fun and be creative!

Birthday Outfits*

No birthday would be complete without the perfect birthday outfit! Have each girl use their creativity and Groovy Girls style to color their outfit. Use the cut-out available on the next pages!

MATERIALS

- Pre-cut clothing patterns
- Crayons, markers or colored pencils (we suggest having a variety of each)
- Clipboards or some other type of hard surface

INSTRUCTIONS

1. Make sure each child has a pattern to color with their own clipboard and access to crayons.
2. Ask each child to put their name on the back
3. After the children have colored their Groovy Girls birthday outfits, put their pictures up on display or have each child hold them up while the group applauds.



Photo-Op

Decorate a Groovy Girls frame! Take a digital snap shot of each girl with her doll print it off and they'll go home with a great party favor!

MATERIALS

- White or colored pre-cut paper plates in the shape of a Groovy Girls flower with the picture window cut out in the center
- Markers/paint
- Beads/buttons/sequins/lace
- Tiny glue bottles for each girl
- Pre-cut yarn pieces (16")
- Hole punch
- Clear tape

INSTRUCTIONS

1. Each girl can decorate her plate using the materials above.
2. Once dry, punch two holes at the top of the frame.
3. String yarn through each hole and tie in a knot at each end.
4. Tape their photo to the plate at the end of the party.

Party Supplies

The following items are included as the perfect addition to this Groovy Girls party! Check the Manhattan Toy catalog for more items.

- Pencils
- Bracelets
- Tattoos
- Headbands
- Gift Bags

All Items are not for resale

* Girls age 4-6 may have a difficult time with these activities. See the "Other Activities" pages for more details!



Groovy Girls Fashion Designer Party

Groovy Girls are known for their style savvy. Girls will love this opportunity to create their dazzling outfits.

Making Groovy Clothes*

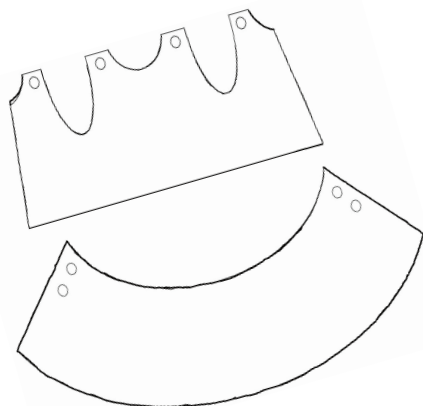
The party wouldn't deserve its name without making a Groovy Girls outfit! Use the pattern available on the next pages!

MATERIALS

- Bead, sequins, buttons, lace, etc. (organize materials into a plastic veggie tray or butter/margarine tubs)
- Scissors for each girl
- Low-heat glue gun (for use by staff only)
- Pre-cut skirt and dress pattern (included in your kit)
- Three pieces of string/yarn pre-cut to 5.5" long for each girl
- Workstation for each girl – Styrofoam meat trays work well
- Large, rectangular plastic tablecloth taped to the floor as the work area
- Small plastic bags for left-over materials

INSTRUCTIONS

1. Have everything laid out and ready to go before the girls arrive.
2. Explain the process of tying bows on each shoulder of the vest and then one bow on the back of the skirt. It's important to remember not to tie knots (they may not be able to get the clothes on and off!)
3. Then let the girls go... they can begin decorating!



Decorate a T-shirt

These make great party favors, and are fun to make for all the girls.

MATERIALS

- Small white t-shirts
- Fabric markers/paint
- Beads/buttons/sequins/lace

INSTRUCTIONS

1. Each girl can decorate her t-shirt using the materials above.
2. Decorate in enough time so that the shirts will dry before the event ends.

Party Supplies

The following items are included as the perfect addition to this Groovy Girls party! Check the Manhattan Toy catalog for more items.

- Pencils
- Bracelets
- Tattoos
- Headbands
- Gift Bags

All Items are not for resale

* Girls age 4-6 may have a difficult time with these activities. See the "Other Activities" pages for more details!





Groovy Girls Dress-Up Party

A favorite pastime for youngsters, dressing up is fun for everyone!

Making Groovy Girls Clothes*

The party wouldn't deserve its name without making a Groovy Girls outfit! Use the pattern available on the next pages!

MATERIALS

- Bead, sequins, buttons, lace, etc. (organize materials into a plastic veggie tray or butter/margarine tubs)
- Scissors for each girl
- Low-heat glue gun (for use by staff only)
- Pre-cut skirt and dress pattern (included in your kit)
- Three pieces of string/yarn pre-cut to 5.5" long for each girl
- Workstation for each girl – Styrofoam meat trays work well
- Large, rectangular plastic tablecloth taped to the floor as the work area
- Small plastic bags for left-over materials

INSTRUCTIONS

1. Have everything laid out and ready to go before the girls arrive.
2. Explain the process of tying bows on each shoulder of the vest and then one bow on the back of the skirt. It's important to remember not to tie knots (they may not be able to get the clothes on and off!)
3. Then let the girls go... they can begin decorating!

Making Groovy Girls Jewelry

Another great addition to any wardrobe is accessories! Let's make bracelets!

MATERIALS

- Colored beads
- Pre-cut nylon thread (6" long)
- Scissors for each girl
- Small plastic bags for left-over materials

INSTRUCTIONS

1. Holding one end, slide beads onto the nylon thread. Encourage the girls to be creative and add lots of color!
2. Once a good portion of the thread is full of beads, tie the two ends together in a knot.

Polish It Up

Have a fingernail and toenail painting party! For added fun have a nail paint kit on hand for the girls to make cool and funky designs!

MATERIALS

- Bright and/or pastel nail polish
- Nail polish remover
- Cotton balls
- Paper plates

INSTRUCTIONS

1. Pair each child with a friend or an adult.
2. Have an adult help each group and use plates to prevent spills.
3. Put an adult in charge of the nail polish remover.

Party Supplies

Many fun items are included as the perfect addition to this Groovy Girls party!

- Pencils
- Bracelets
- Tattoos
- Headbands
- Gift Bags

All Items are not for resale

* Girls age 4-6 may have a difficult time with these activities. See the "Other Activities" pages for more details!





Groovy Girls Fashion Show

Every girl is like a little princess. Have them create their very own tiara's to show how special they really are.

Make a Tiara:

MATERIALS

- 2 sheet of paper per tiara
- Stapler, Tape or Glue
- Art Supplies (glitter, markers, Groovy Girls Stickers, beads, etc...)

INSTRUCTIONS

1. Fold a sheet of paper in half vertically, then fold in half horizontally.
2. Unfold the paper entirely. There should be two lines running through it.
3. Then fold two triangles so it looks like an arrow on one side.
4. Repeat on the other side. It should now look like a diamond with a space in the middle.
5. Join the two pointed sides of the triangle so they meet. You will be folding it in half along the folded line already created.
6. It should now look like a triangle with two shorter sides on each side.
7. Fold the bottom portion back so the shape of the crown makes a triangle.
8. Staple or tape the crown so it lays flat.
9. From a separate piece of paper cut a band that fits the size of your head.
10. Secure the ends of the tiara to the paper strip.
11. Decorate crown with supplies.

See the following link for step by step images:
www.instructables.com/id/Make-your-own-paper-tiara/

* Girls age 4-6 may have a difficult time with these activities. See the "Other Activities" pages for more details!

Make a Sash:

Every girl needs a sash to dress-up their outfit

MATERIALS

- 4" Wide Ribbon
- Scissors
- Puffy Paint
- Art Supplies (glitter, beads, etc...)
- Fasteners

INSTRUCTIONS

1. Cut Sash appropriate length to fit
2. Cut ends at an angle
3. Secure ends together (staple, glue, tape or other type of fastener)
4. Write unique saying on sash with puffy paint and decorate sash as desired.

Rollout a Runway:

Be creative, be daring, become a fashion star! Have the girls showcase their Groovy Girls clothes and accessories by taking the walk down the runway.

MATERIALS

- 4 yards of Red Velvet
- Face paint & brushes
- Face painting ideas
- Camera
- Groovy Girls Clothes (see Dress-Up Party Activity Sheet)
- Groovy Girls Music available on our FTP

INSTRUCTIONS

1. Rollout a red carpet
2. Set-up chairs along the runway with gift bags on them.
3. Paint each girls face, hands or arms prior to the start of the show
4. Wear fashions created from the Groovy Girls Dress-Up party activity





Groovy Girls Slumber Party

Story time

Write about a Groovy Girls slumber party adventure.

MATERIALS

- Paper and pencils
- Clipboards or any other hard surface

INSTRUCTIONS

1. Have the girls work together to write a group story.
2. Start the story for them by providing the first sentence. For example: As (Groovy Girls name) and I were trying to fall asleep in our tent at the slumber party, something incredible happened...
3. Let the girls take turns making up parts of the story and write it down.

Hair-Do

Make/Decorate pony wrap or headbands!

MATERIALS

- Pony wrap/Headband (have each girl bring one or buy neutral colors at the local discount store)
- Low-heat glue gun (only the staff uses this tool)
- Needle and thread spool for each child
- Scissors for each child
- 12" long ribbons
- Beads, sequins, buttons, lace
- Variety of small, silk daisies (or any flower)
- Wide ribbon
- Small plastic bags

INSTRUCTIONS:

Pony wraps

1. Take a few 12" ribbons and fold them in half.
2. Tie a knot in the center.
3. String a few beads on each end.
4. Tie off the end.
5. Sew to the pony wrap with needle and thread.
6. Cover the knot with beads, buttons or sequins.

Headbands

1. Decorate with beads, buttons and sequins.
2. Wrap headband in wide ribbon and tie in bows at the end (make sure to glue the ribbon down as you go.)
3. Gather the materials in the small plastic bags for each girl to take home with her and continue the fun!





Other Activities for Girls Ages 4-6

Stick People

Fun, handmade toys to bring anywhere!

MATERIALS

- Marker
- Popsicle stick
- Fabric
- Paper
- Scissors
- Glue
- Felt
- Googly eyes
- Ribbon
- Embroidery
- Floss

INSTRUCTIONS

1. At the top of a popsicle stick or wider craft stick, glue on googly eyes.
2. Add a smile and eyelashes with a marker.
3. Design a dress, shirt or other clothing from the felt, fabric, ribbon or paper.
4. Glue the clothes onto the stick.
5. Glue embroidery floss on top of the stick for hair.

Shoe Strings

Personalize their sneakers with crazy laces.

MATERIALS

- White cotton shoelaces
- Colored mini stamps – dots, hearts, stars, butterflies, paw prints, smiley faces, etc.
- Markers
- Paper

INSTRUCTIONS

1. Lay a pair of white cotton shoelaces onto a piece of paper.
2. Using mini stamps, stamp a pattern on both sides.
3. Allow to dry, then string up your sneakers.

Miss Twist

Another fun handmade party favor!

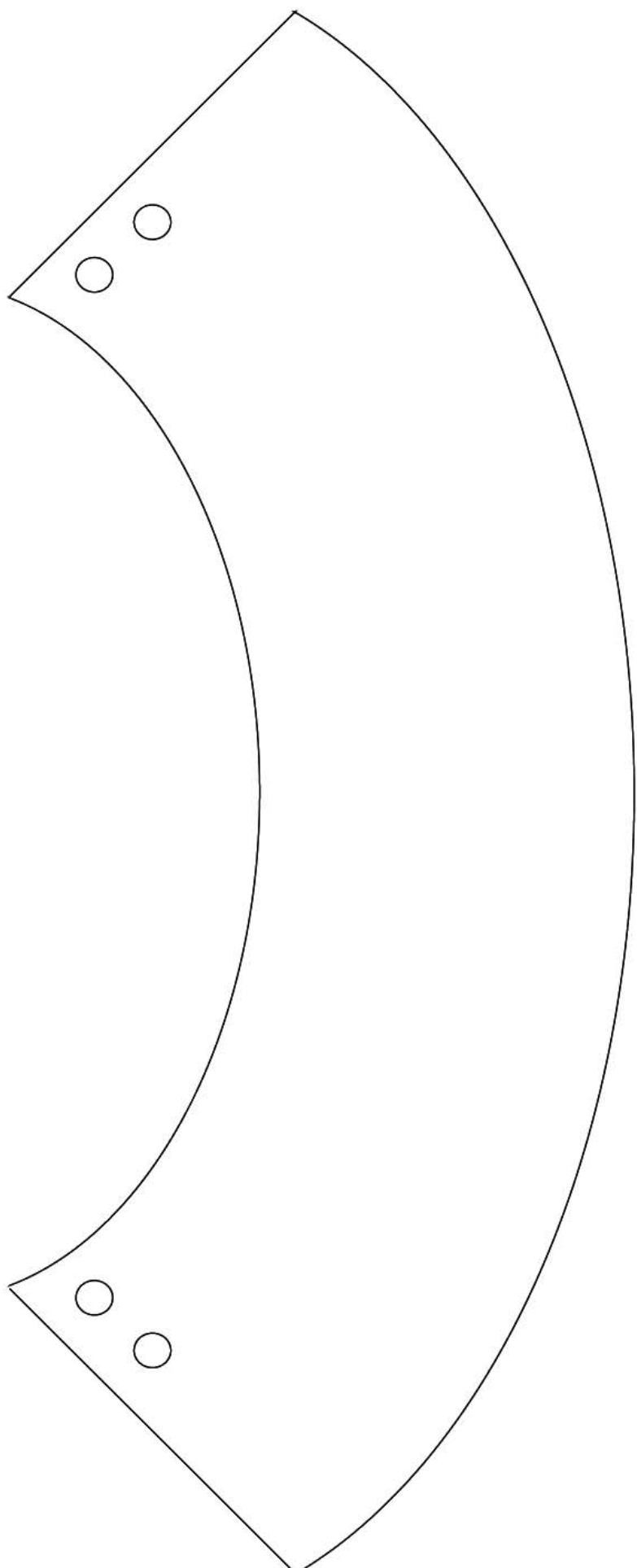
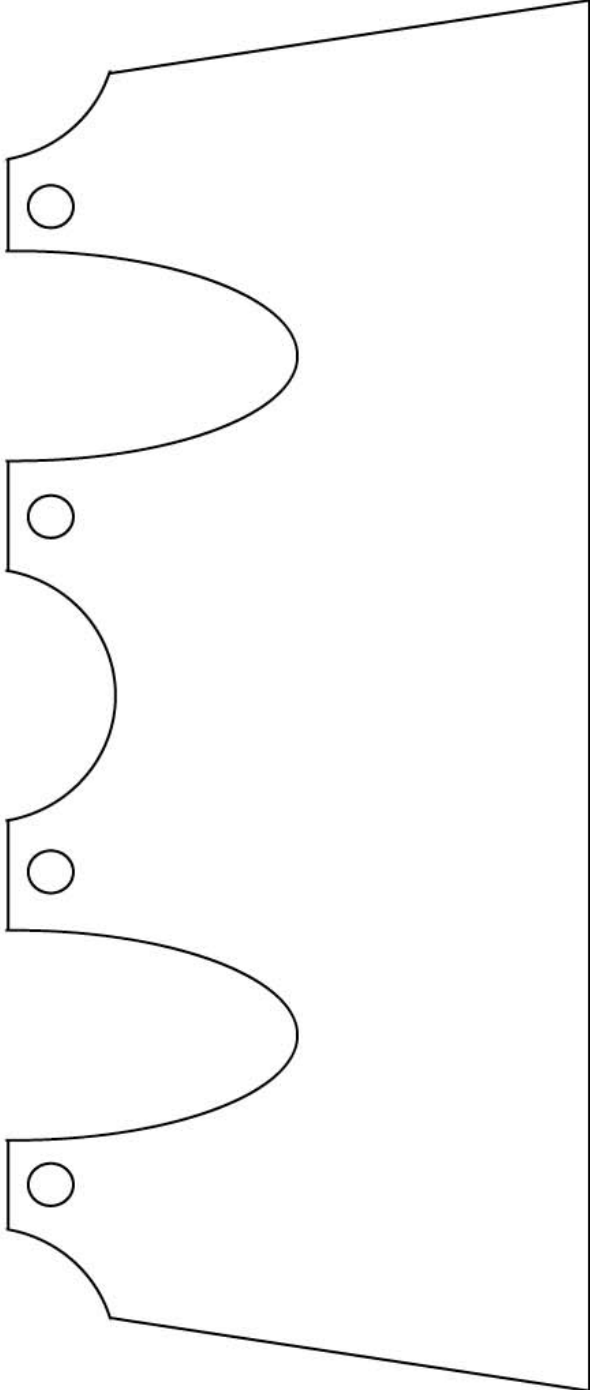
MATERIALS

- Yarn
- Fabric
- Thread
- Scissors
- Glue
- 4 pipe cleaners

INSTRUCTIONS

1. Bend a pipe cleaner into an upside down V. To make “feet”, bend the ends outward 1/2 inch. Link a second V-shaped pipe cleaner through the top of the first V. Wrap thread around both of them several times and tie a knot.
2. Cut a third pipe cleaner in half. Twist each half around the ends of the top pipe cleaner to make “arms”. Tie these on, and then bend the ends of the arms into “hands.”
3. To make a head, tie the fourth pipe cleaner to the end of the left “shoulder” with thread. Bend and loop the pipe cleaner over to the other side, and tie it with thread to the right “shoulder.”
4. Cut out a 6”x10” piece of fabric. Fold it in half. Cut a 1” slit along the fold for the head. Trim the fabric as desired to make clothing. Slip on the fabric. Glue the edges together.
5. Make hair from yarn and attach with thread.
6. Try using clothespins for the doll bodies!





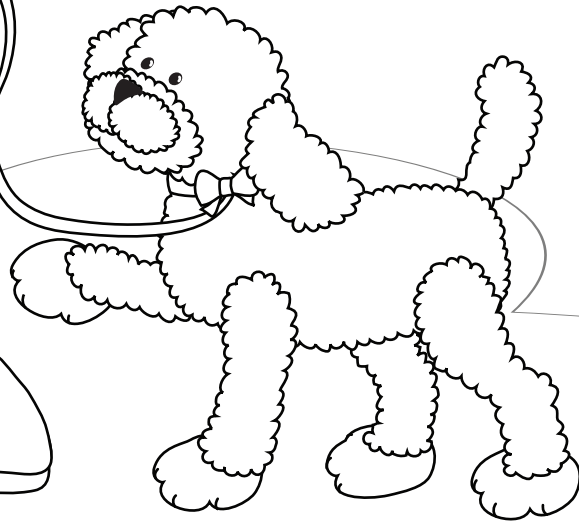


Groovy
Girls

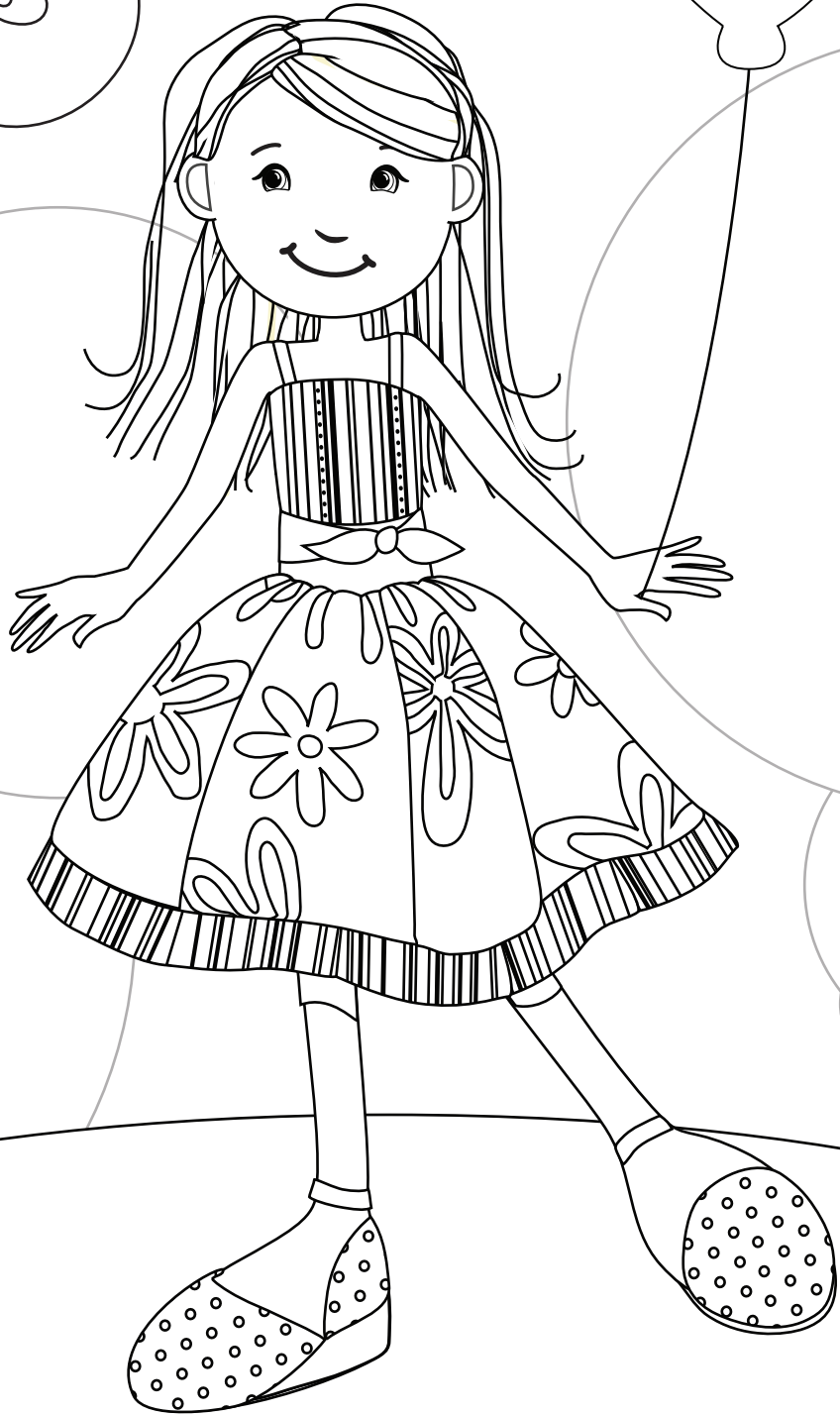


Groovy
Girls

GROOVY
GIRLS



Groovy
Girls



GROOVY
Girls





Company Name

Address
City, State, Zip
Phone Number

Postage



Company Name

Address
City, State, Zip
Phone Number

Postage



Company Name

Address
City, State, Zip
Phone Number

Postage



Company Name

Address
City, State, Zip
Phone Number

Postage





We're having a Groovy Girls Party,
and YOU are invited!





Certificate of Grooviness

You are one of the Groovy Girls®



Congratulations
and thank you for attending our party!

Store Manager _____





Groovy Girls[®] Costume Rental Agreement Form



Fax this form to Amanda Jaworski (612-656-2070)
Or email at amandaj@manhattantoy.com
Please read all information below.

Please fill in this Rental Agreement form in its entirety. **This form does not serve as a guarantee of rental.** We will notify you 20 days ahead of your date to confirm your reservation. Costume(s) will not be shipped unless this form has been signed and the customer is in good credit standing with Manhattan Toy. By signing this form, you indicate you have read and agree to the terms written below.

DATE: _____

STORE NAME: _____

CUSTOMER NUMBER: _____ EMAIL ADDRESS: _____

SHIP TO ADDRESS: _____

CONTACT NAME: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SALES REP NAME: _____

REQUESTED RESERVATION DATE: _____

RETURN DATE: _____

RENTAL FEE: \$200.00

LATE FEE: \$500.00

DOLL:

ANY AVAILABLE STYLE

LAKINZIE AYANNA CELESTE

GWEN ANGELIQUE CARISSA

REESE AILENE CICELY

TERMS:

- Your account will be billed **\$200.00** per costume for a 6 day period. You will receive the costume 2 days ahead of event. You must return the costume by the agreed upon date.
- Failure to return the costume by the agreed upon date will result in a **\$500 late fee**.
- If the costume is returned damaged, your account will be billed for the full cost of repairs, or if repairs cannot be made, then **\$4000.00 damage fee** will be applied for the cost to fully replace the costume. Damage includes, but is not limited to, tearing, burning, cutting, soiling, stains, odors, removal of buttons or trim and excessive wear and tear.
- Customers can make no alterations or changes to the costumes.
- Customers on credit hold may not rent the costumes.
- This is not a confirmation; you will be notified up to 20 days prior to your event if you will have the costume or not.
- No costume(s) will be shipped until you agree to these terms by signing and dating this Rental Agreement form below.

Assumption of Risk/No Warranty: You agree to rent the costume at your own risk. Manhattan makes no representations or warranties of any kind or nature, express or implied, in connection with the rental of the costume or its fitness for a particular purpose.

Use of Costume: Customer shall use the costume in a careful manner and only in compliance with all requirements and rules provided by Manhattan. Group, LLC.

Release of Liability: YOU AGREE THAT MANHATTAN GROUP, LLC AND ITS SUBSIDIARIES, PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, AGENTS AND EMPLOYEES WILL NOT BE LIABLE FOR ANY CLAIMS, DAMAGES, COSTS OR EXPENSES OF ANY KIND OR NATURE, INCLUDING WITHOUT LIMITATION DIRECT, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, THE GROOVY GIRLS CHARACTER COSTUME OR USE OF ANY GOODS OR SERVICES OBTAINED UNDER THIS AGREEMENT, WHETHER SUCH DAMAGES ARE UNDER THEORY OF STATUTE, CONTRACT, TORT (INCLUDING NEGLIGENCE OF THE RELEASED PARTIES), STRICT LIABILITY OR OTHERWISE, EVEN IF MANHATTAN GROUP, LLC OR THE CUSTOMER HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Indemnity: YOU AGREE TO INDEMNIFY, DEFEND AND HOLD MANHATTAN GROUP, LLC AND ITS SUBSIDIARIES, PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, AGENTS AND EMPLOYEES HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, LIABILITIES, COSTS AND EXPENSES (INCLUDING BUT NOT LIMITED TO REASONABLE COSTS AND ATTORNEYS FEES) FOR INJURIES TO OR DEATH OF ANY PERSON OR DAMAGE TO ANY PROPERTY ARISING FROM OR IN CONNECTION WITH (A) USE OF THE GROOVY GIRLS CHARACTER COSTUME; (B) BREACH OF THIS AGREEMENT; (C) VIOLATION OF ANY STATE, FEDERAL, FOREIGN OR INTERNATIONAL LAWS, CODES OR REGULATIONS; AND/OR (D) VIOLATION OF ANY THIRD PARTY'S RIGHTS, INCLUDING, BUT NOT LIMITED TO, INFRINGEMENT OF ANY COPYRIGHT, VIOLATION OF ANY PROPRIETARY RIGHT AND INVASION OF ANY PRIVACY RIGHTS. THIS OBLIGATION WILL SURVIVE THE TERMINATION OF THIS AGREEMENT.

Governing Law: This Agreement shall be governed by the laws of the state of Minnesota.

X

I have carefully read, understand and agree to the above rental terms and I am aware that by signing this Rental Agreement, I am waiving and releasing certain rights.

Date