BIOS British and Irish Orthoptic Society

PATCHING PARTY PLANNER

BIOS would love you to host a Patching Party!

Please take lots of consented photos send to
visibilityleads@orthoptics.org.uk
We will use #WePatch

Your great work will be celebrated on
our social media channels and in our monthly e-zine

Party Date	Party Time	Party Location

GUEST LIST

Guest name	Invitation Sent	Attending
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TO COMPLETE

4 weeks to go

☐	**Register your intentions to host a patching party:** **Email visibilityleads@orthoptics.org.uk** **You will be sent lots of resources and support throughout the process** **Also see 'Patching Party Pack' on the BIOS website** **'Address the Barriers' early to ensure you can get involved**
☐	**Think about time and location:** • **When is your May Half Term?** • **When are orthoptists and play team available?** • **Can you reserve a space within your hospital?** • **Can the waiting area be used during quiet clinic time?**
☐	**Get the right people on board:** • **Send letter to the Team** • **Send letter to the Service Manager** • **Send letter to the play team** • **Complete Patching Party Audit if necessary**
☐	**Approach the charitable department of local suppliers for food/snack donations** **Contact Guidedogs for large printed books to use for story time** https://www.guidedogs.org.uk **Contact Starlight Charity for Play Well boxes to be used for games, prizes and party bags** https://www.starlight.org.uk
☐	**Identify Patients to be invited to the patching party** • **Current patchers** • **Those recently finished treatment** • **Those about to start on treatment**

	Arrange your guest list **Think about your capacity and prepare for siblings**
☐	**Make Invitations and give these to patients** **Put up a Patching Party Poster in your waiting area**

2 weeks to go

☐	**Arrange Activities:** • Colouring in • Pin the patch on the poster (blindfold game) • Patching Story Telling • Question Time • Arts and Crafts, eg. decorate the patch, DIY party hats and bunting • Pass-the-parcel • Musical statues **Include a mix of games, crafts, and educational sessions suitable for different age groups, capabilities and interests.**
☐	**Prepare party bags**
☐	**Chase delivery for food, snacks, starlight play well boxes and guidedog large print books**
☐	**Collect RSVP from patients**

Day before

☐	Set up decorations and prepare activities
☐	Print out BIOS Consent Forms to be used for filming and photography
☐	Send reminder to patients who have RSVP
☐	Confirm plan with staff attending
☐	Confirm arrival of food and snacks

Day of Patching Party

☐	Final set up preparations, collect food and snacks
☐	Welcome families
☐	Play fun games, toys and activities
☐	Patching story time featuring Guidedogs large print books
☐	Question time
☐	Collect BIOS Consent Forms Take photos together Send content and consent forms to visibilityleads@orthoptics.org.uk Promote your Patching Party Success Story with your Trust
☐	Send home with party bags