

The ECMA Birthday Bash!

a guide for parents

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welcome to ECMA

We are thrilled that you have chosen ECMA to host your child's special day. In this booklet you will find all the information you need to successfully schedule your event, details on the types of parties we host, and a tidy list of items you will need to bring.

The staff at East Coast Martial Arts strives to deliver action-packed and fun-filled parties that your child will remember forever. Our themed parties combine fun with a few lessons in safety providing kids with a thrilling experience and some new strategies to defend themselves.

Your child and guests will have a great time and you can relax knowing that children will be guided by our staff professionals in our spacious fully equipped studios.

We recommend that you contact us at least 3 to 4 weeks beforehand to ensure availability and to provide ample time for preparation. There are three ways you can contact us to book your party:

> **via the East Coast Martial Arts web site - *PREFERRED***

[type in the following address in your web browser -

<http://www.ecma-apps.com/forms/bday.asp>]

[or navigate the site by going to www.eastcoastmartialarts.com;

click programs from the top menu; locate the box on the left

titled programs and click the birthday parties link under

the special programs heading; scroll down half a page and click the

request a date now link]

> **by phone**

[for Annapolis call 410-268-1508]

[for Davidsonville call 410-798-9696]

> **visiting one of our studios and speaking to a member of our front desk staff**

[In Annapolis, 1925 Lincoln Drive, 21401]

[In Davidsonville, 1251-E West Central Ave, 21035]

After a date has been confirmed, you will need to complete the following:

- > **The Birthday Party Agreement.** This must be signed and delivered to East Coast Martial Arts along with a 50% (non-refundable) deposit to reserve the date and time for your party. Please complete this immediately to assure the reservation. The form is included in the packet.
- > **Your invitee list** (see the centerfold of this booklet)
- > Collect invitee **assumption of risk forms** (included-make as many copies as needed-see the section on invitations for other details). It is preferred that Assumption of Risk forms are delivered to ECMA a week before the party. Please let us know when you can have these delivered to ECMA.
- > Pre-Party Confirmation

choose your party theme

Regardless of the theme your child chooses, everyone involved will have a great time at their ECMA hosted birthday party. Choose from two different Birthday Party themes:

- > ECMA's Martial Arts Themed Birthday Blast, or
- > ECMA's Exclusive WarriorSport Party.

Martial Arts Themed Birthday Blast Options

We start with a group Martial Arts Lesson for all party-goers teaching a few basics, providing a bit of energetic play and getting everyone ready for fun. This fun-filled karate lesson can even feature your child as the star of the show. If you choose, ECMA will make arrangements to meet with your child in advance for a complimentary session where they will learn how to teach defensive drills and karate moves. They'll be the leader and hero of the party! It's a great way to help build a child's self-esteem and introduce them to leadership.

Before the party, an ECMA representative will get in touch to review the options available for your party and whatever limits you feel are important. Depending on the age of the children, you may choose some or all of the items listed above. Fun games and events will be played at the party such as dodge ball, gladiators, freeze tag, relay races and shuttle runs or whatever the birthday boy/girl wants to do (within reason). We have many games that we play, and we like to give the birthday person and guests some choices. We structure the games based on the age of the attendees: whether the student is 5 or 15 we have the right games for them.

Note: If the attendees are young, such as 4 or so, we advise you to find out ahead of time what types of games they like and can play. Sometimes we run into 4 year olds that don't know how to play many games, and this can make it difficult to have a variety, but they ALWAYS HAVE FUN. We find the child has the best experience when they already know and are comfortable with the games.

Options

Martial Arts Themed Birthday Blast Options

The Martial Arts-themed birthday party includes:

- > The option to schedule a private lesson for your child (and, if preferred, a friend) to learn to lead and teach party-goers in basic karate techniques (a \$50 value)
- > An excellent facility for your party
- > Two (2) hours of fun-filled activities
- > A Martial Arts Lesson at the party
- > Supervised fun and exciting games
- > A valuable safety lesson
- > A professional instructor to manage your party
- > Free party invitations (see p 6)
- > All guests (non ECMA members) will receive a Free Trial Program just for attending
- > 12 children (under the age of 6), additional children under the age of 6 can be added for a fee of \$5 per child
- > 16 children (over the age of 6)

Price: \$250.⁰⁰

Please make checks payable to East Coast Martial Arts, Inc.

Game & Activity Options

MARTIAL ARTS

Martial Arts Lesson

Child Safety Lesson

Stranger Danger Lesson

Striking Targets

Using the Kicking Bags

GAMES AND DRILLS

Dodge Ball

Freeze Tag

Special Relays

Capture the Flag

Obstacle Courses

And many more options to choose from....

ECMA's role:

- > To provide a safe place for the party
- > To teach an exciting Martial Arts Lesson
- > Entertain, excite and empower the kids
- > Lead the games, drills and activities
- > Teach a Safety Lesson to the kids
- > Supervise the party from beginning to end
- > Help clean up after the event

The Parent's Role:

- > Make sure all Assumption of risk forms are collected and provide to an ECMA representative
- > Supply and supervise food, cake and drinks
- > Supply and distribute party favors (if desired)
- > Supply and set up decorations (if desired)
- > Supervise the opening of the gifts

choose your party theme...p2...

ECMA's WarriorSport Adventure Party



For children with an interest in fantasy and creativity, ECMA offers WarriorSport, a program that combines martial arts teachings with supervised play where children act out the adventures of their favorite heroes and superheroes. Below are some of the WarriorSport games that participants might play.

Important Note: WarriorSport games require staff preparation and, therefore, theme(s) need to be determined in advance. An ECMA representative, or the instructor that completes your child's private introductory lesson, will discuss WarriorSport options with you. Choose an adventure (see a partial listing), ask about new games that might not yet be posted, or let us know about a particular adventure your child is interested in. Although we cannot guarantee that we can accommodate all requests, we'll do our best to fulfill your child's dreams!

Options

ECMA's WarriorSport Adventure Party

The WarriorSport-themed birthday party includes:

- > The option to schedule a private lesson for your child (and, if preferred, a friend) to learn to lead and teach party-goers in basic karate techniques (a \$50 value)
- > An excellent facility for your party
- > Two (2) hours of fun
- > A Martial Arts or Padded Sword Lesson at the party
- > Supervised fun and exciting games
- > Coordinated WarriorSport games complete with swords, shields and other safety equipment, and instruction on use (equipment is made available by ECMA; purchase information may be received at the front desk)
- > A valuable safety lesson
- > A professional instructor to manage your party
- > Free party invitations (see p 6)
- > All guests (non ECMA members) will receive a Free Trial Program just for attending the Party
- > 12 children (under the age of 6), additional children under the age of 6 can be added for a fee of \$5 per child.
- > 16 children (over the age of 6)

Price: \$300.⁰⁰

Please make checks payable to East Coast Martial Arts

WarriorSport Adventures

- | | |
|--------------------------|-------------|
| The Four Horsemen | Trojan War |
| Hunt for the Black Pearl | Jedi Knight |
| Samurai vs. Ninja | Dragon Lair |

Game & Activity Options

- | | |
|------------------------|------------------|
| MARTIAL ARTS | GAMES AND DRILLS |
| Martial Arts Lesson | Dodge Ball |
| Self Defense Lesson | Freeze Tag |
| Stranger Danger Lesson | Special Relays |
| Striking Targets | Capture the Flag |
| Kicking Bags | Obstacle Courses |

And many more options to choose from.....

ECMA's role:

- > To provide a safe place for the party
- > To teach an exciting Martial Arts Lesson
- > Entertain, excite and empower the kids
- > Lead the games, drills and activities (including WarriorSport)
- > Teach a Safety Lesson to the kids
- > Supervise the party from beginning to end
- > Help clean up after the event

The Parent's Role:

- > Make sure all release forms are collected and provide to an ECMA representative
- > Supply and supervise food, cake and drinks
- > Supply and distribute party favors (if desired)
- > Supply and set up decorations (if desired)
- > Supervise the opening of the gifts

invitations



Select one of our special birthday invitation cards and provide us with the list of your invitees. We will complete your invitations and e-mail them to your guests as a complimentary service for you! Along with the invitation we will send the Assumption of Risk form (required) for the party along with directions to the studio.

ECMA invitations are customized for your party. Choose from the selections (reduced to fit on this paper) on the next pages.


If you send invitations on your own, save time by including a copy of the Assumption of Risk form (a full copy is included in this packet) and directions (also included).

Our invitations (pictured in this booklet) are customizable to include your child's name, the type of birthday adventure you have chosen, the date and time, and the location of your party.

REMEMBER: Each child must have an Assumption of Risk form signed and presented to an ECMA representative to participate in party activities.



Save the Treasure!



Save the Treasure!
It's a birthday party for **your child's name**

Come help us celebrate at an East Coast Martial Arts

Warrior Sport Adventure Birthday Party!

Date Time

Held at East Coast Martial Arts' in Annapolis at 1925 Lincoln Drive, off Chinguapin Round Road and Arlis T. Allen Blvd.

[Click to RSVP and for important information](#)

EAST COAST MARTIAL ARTS | ANNAPOLIS | DAVIDSONVILLE

Balloons - Blues and Greens



Come Join the Fun!
It's a birthday party for your child's name

Come help us celebrate at an East Coast Martial Arts


Martial Arts Themed Birthday Bash!

Date Time

Held at East Coast Martial Arts' in Annapolis at 1925 Lincoln Drive, off Chinguapin Round Road and Arlis T. Allen Blvd.

EAST COAST MARTIAL ARTS | ANNAPOLIS | DAVIDSONVILLE

Join the Fun!



Walk the Plank!
It's a birthday party for your child's name

Come help us celebrate at an East Coast Martial Arts

Warrior Sport Adventure Birthday Party!

Date Time

Held at East Coast Martial Arts' in Annapolis at 1925 Lincoln Drive, off Chinguapin Round Road and Arlis T. Allen Blvd.

RSVP to your name
555-555-5555

EAST COAST MARTIAL ARTS | ANNAPOLIS | DAVIDSONVILLE

Balloons - Pinks and Purples



Come Join the Fun!
It's a birthday party for your child's name

Come help us celebrate at an East Coast Martial Arts

Martial Arts Themed Birthday Bash!

Date Time

Held at East Coast Martial Arts' in Annapolis at 1925 Lincoln Drive, off Chinguapin Round Road and Arlis T. Allen Blvd.

EAST COAST MARTIAL ARTS | ANNAPOLIS | DAVIDSONVILLE

pre-party confirmation

IMPORTANT- Please be in touch with us the Thursday before your party to confirm arrival time and any other particulars: call or send an email.

[for Annapolis call 410-268-1508]

[for Davidsonville call 410-798-9696]

[email, admin@eastcoastmartialarts.com]

.....What you must bring

party supply checklist

We supply lessons, game mediation, and overall party supervision--you supply the rest. Here are some recommended party supplies:

- > Decorations (optional)
- > 2 Table cloths (8ft long)
- > Paper plates
- > Plastic Utensils
- > Napkins
- > Trash bags
- > Boxes drinks
- > Cake, candles, matches
- > Self-contained ice cream cups
- > Other food/snacks
- > Release forms
- > CAMERA!

Bring a disposable tablecloth large enough to accommodate all the children that can be quickly rolled up and disposed of--cookies, cake, drink boxes and all!

Bring enough plastic garbage bags to put all the trash and paper in at the end of the party.

Drinks should be in boxes with plastic straws. Please don't bring cups to drink out of, they almost always spill and clean up can be a distraction and hold up the party. A small refrigerator is available to keep a limited number of items cool.

If you are serving food, we suggest having pizza delivered for ultimate ease and cleanup.

You must provide a list of all children that will possibly attend prior to the party. If you have not yet done so, all appropriate agreements, waivers and release forms must be supplied.

We are excited that you will be joining us for your Birthday Party. We are thrilled to have an excellent reputation for hosting the best parties in the area, and we work hard to always improve what we do.

Party Day Schedule

15 minutes before the party begins

Set up – It is recommended that you arrive early to set up any decorations, set up the gift and eating areas, and review any requirements for the party.

party starts

Guests arrive - It usually takes 10 to 15 minutes for all guests to arrive. During this time, children enjoy free-play under our watchful supervision while guests are received and greeted.

00:15

Karate Lessons are taught for 15 to 30 minutes (depending on the group). Some like to do less and some more - we gauge this during the lesson and take leads from the children.

00:30

Games/WarriorSport – For our Martial Arts themed parties, games are played at this time; WarriorSport-themed party-goers will be briefed on the use of different props, the scene for the game will be set, and play will begin. (See more on Martial Arts parties; Warrior-Sport themes)

01:00

Food and Celebration (optional) - Children enjoy whatever treats you supply: Pizza and Birthday Cake are the norm, but you can cater (bring) in anything you choose.

01:20

Presents (optional) – We will keep the spotlight on the birthday girl or boy and help corral guests to enjoy the opening of the gifts.

01:20

Obstacle Course or Games (optional) – If you choose to save gifts for opening at home later or if there is time left after gifts are opened, children can enjoy running through an obstacle course, playing other games, or replaying some of their favorites.



EAST COAST MARTIAL ARTS

ANNAPOLIS
1925 Lincoln Drive, 21401
410-268-1508

DAVIDSONVILLE
251-E West Central Ave, 21035
410-798-9696

Birthdays Party and Special Event Assumption of Risk Form

I _____ hereby give permission for my child _____ to attend a Birthday Party and/or Special Event at East Coast Martial Arts. I understand that my child/children will participate in physical activities such as running, jumping, martial arts and various other drills, games and training. Depending on event participants may do many different type of activities which may include sparring, self defense, padded or non padded weapons or Chanbara training. I will notify the instructor if there are any medical or physical limitations that are of concern with regards to my child.

Every child will receive a complimentary Child Safety or Karate Lesson.
(In order for them to qualify, they must do the following...)

- 1) Behave at the event.
- 2) Clean their bedrooms.
- 3) Do one extra chore for parents

If your child does these three things and you would like for them to have a FREE Child Safety Lesson or try out our Free Trial Karate Program, please check the box below and let us know.

- Yes, I would like the Child Safety Lesson
 Yes, I would like the Free Karate Trial
 No thank you. I am not interested.

ASSUMPTIONS OF RESPONSIBILITIES AND RISK

Anytime children are actively running, playing or doing any type of sport or activity there is always potential of injury. Bumps, bruises, scrapes and soreness could arise, and sometimes more serious injuries are possible, including sprains, strains, twists, cramps, and injuries of similar magnitude, and students can expect to encounter these injuries infrequently. The possibility of more serious injury exists, including fractured bones, broken bones, torn ligaments, and paralysis though this is not expected or even the norm.

I understand the above statement of risk, and I understand the rights and responsibilities of students. I assume responsibility for my own safety (or the safety of my child), understanding and accepting the risks involved with martial arts training and or any other activity that involves activity. Even if the instructor has informed me that no serious injuries have ever happened in this school of with any of the instructors, I understand that this does not mean that there is no possibility of harm. By assuming this risk, I completely absolve all instructors, staff, guests, students, landlords, management companies, and any and all other parties of liability for my harm, unless intentionally caused in criminal conduct.

Parent/Guardian Name(printed)

Signature:

Home Phone

Cell Phone

Parents Email Address

1st Child's Name:

Age

2nd Child's name

Age

Emergency Contact:

Relationship to Child

Phone Number 1

Phone Number 2

I understand that the instructors, senior students, or others may have some skills in first aid, CPR, and at their discretion, I authorize them to use those skills and techniques to assist in any circumstance in which they judge their skills would be necessary or helpful.

The above information must be filled out for child to participate in the event and/or party.

Today's Date ____/____/____ Date of Party ____/____/____

EAST COAST MARTIAL ARTS

ANNAPOLIS
1925 Lincoln Drive, 21401
410-268-1508

DAVIDSONVILLE
251-E West Central Ave, 21035
410-798-9696

East Coast Martial Arts Birthday Party Agreement

Date of the Party: _____

Time of Party: _____

Day: Friday Saturday Sunday Other

Name of Child(ren): _____

Name of Parent/Guardian: _____

Email Address: _____

Phone: _____ Cell: _____

Mailing Address: _____

City/State/Zip: _____

Emergency Phone Number: _____

Please select your party's theme

THEME	SUBTOTAL PRICE	DEP AMT*	OTHER FEES**	BALANCE DUE
() Martial Arts' Themed Birthday Blast!	\$250	\$125	+ _____ = _____	_____
		_____/_____/_____ DATE PAID		_____/_____/_____ DATE PAID
() WarriorSport Adventure Party	\$300	\$150	+ _____ = _____	_____
		_____/_____/_____ DATE PAID		_____/_____/_____ DATE PAID

* The deposit is non-refundable.

** For parties with children under the age of six, 12 children are included in the base price; after that add \$5 for each additional child. For parties with children above the age of 6 the base price includes a total of 16 children; after that add \$5 for each additional child.

East Coast Martial Arts will provide a qualified instructor and the use of its training facilities for a period not to exceed two hours of time. Guardian or Parent will provide all party supplies and agrees to abide by the rules and regulations of East Coast Martial Arts. Guardian or Parent agrees that signature on this contract constitutes a non-refundable and binding agreement between East Coast Martial Arts and the Guardian/Parent. Furthermore, the Guardian/Parent agrees to absolve East Coast Martial Arts, its employees and representatives from any costs or damages arising from and injuries and/or liabilities suffered on these premises. It is understood that the Guardian/Parent must provide East Coast Martial Arts with signed permission slips and/or waivers from all participants' Guardians/Parents.

Parent/Guardian Name(printed)

Signature:

Today's Date ____/____/____

EAST COAST MARTIAL ARTS

fill in or check off

your party checklist

gifts received

date _____ time _____

location Annapolis Davidsonville
 1925 Lincoln Drive, 21401 1251-E West Central Ave, 21035
 410-268-1508 410-798-9696

ecma rep _____

theme* ECMA's Martial Arts Themed Birthday Blast!
 ECMA's WarriorSport Adventure Party

agreement Signed and delivered with 50% deposit

invitation

list Completed and turned in to ECMA rep

choice** Save the treasure Balloons - Blues and Greens
 Walk the Plank! Balloons - Pinks and Purples

* See inside pages for specifics on ECMA themed parties.

** Invitation options are outlined inside.

confirmation Thurs. before party, spoke with ECMA and confirmed party arrangements

release forms Received all signed forms and turned in to ECMA rep

supplies Decorations (opt.) 2 Table cloths (8ft long)
 Paper plates Plastic Utensils
 Napkins Trash bags
 Boxes drinks Cake, candles, matches
 Other food/snacks Self-contained ice cream cups
 Release forms CAMERA!
 Other _____

Other _____

..... guests gifts

Checklist Acceptance and Assumption of Risk Understanding

By signing below, I confirm that I have received the ECMA Party Manual and Checklist (pictured behind this notation); that I am responsible for the items listed on the party checklist; and that an Assumption of Risk must be signed (by the respective parent/guardian for the child) and submitted to ECMA before a child may participate at the party.

Signature of Hosting Party

Printed Name

Date

Suggestion: Put a check mark in the after a thank you has been sent.