Halloween Craft Table Setup Checklist

Everything to prepare before the kids sit down: printer settings, supplies, age adaptations and cleanup

Before You Print: Printer Settings That Matter

- Use 'Best' or 'High' quality, not Draft, for cut-out crafts: clean edges make gluing far easier for small hands.
- Print characters and scene pieces on cardstock (160-200 gsm) so they stand up; print coloring pages on regular paper.
- Set scaling to 'Actual size' / 100%, never 'Fit to page': pieces are designed to match each other.
- Print one test copy first. Check that cut lines are crisp and colors look right before running 20 copies.

Supplies Shopping List (per 10 kids)

- Cardstock: 30 sheets (characters + scenes) + 20 sheets regular paper (coloring/games).
- Child-safe scissors x10 (or 1 per 2 kids if sharing), glue sticks x10, crayons or markers (1 shared set per table of 4).
- Extras: paper plates (craft bases), orange/black streamers for the table, wet wipes for gluey fingers.
- Typical extra cost: $8-12 if you already own scissors and crayons.

Age-Group Adaptations

- Ages 4-5: pre-cut the pieces yourself; kids do coloring + gluing only. Skip intricate cuts.
- Ages 6-7: let them cut simple shapes; you handle detailed edges. Pair them up for games.
- Ages 8-10: fully independent: add the story activities and let them invent their own scenes.
- Mixed groups: set up two stations -- 'cut & build' for older kids, 'color & stick' for younger ones.

Table Setup (10 minutes before)

- Cover tables with disposable tablecloths or newspaper. Put one supply tray per 4 kids.
- Lay out one finished example craft per table: kids copy far better than they follow verbal instructions.
- Keep a 'drying rack' area (a spare table or shelf) for glued pieces.

The 15-Minute Cleanup System

- Minutes 0-5: 'scrap hunt': kids compete to collect the most paper scraps into bins.
- Minutes 5-10: supplies back in trays (assign one captain per table).
- Minutes 10-15: wipe tables, stack finished crafts in take-home bags. Done.