

Large Event Planning Guide

Corporate team building, church events, school programs & large gatherings (20–400+ people) — logistics, ordering, and setup at scale.

■ IS THIS GUIDE FOR YOU?

Use this checklist if you're planning:

- A corporate team building or employee appreciation event
- A church ministry paint night or congregation event
- A school or university program (art class, fundraiser, orientation)
- A community center, YMCA, or nonprofit group activity
- Any gathering of 20 or more people

■ PLANNING TIMELINE (6 WEEKS OUT)

6 Weeks Before

- Confirm venue capacity and table layout (rows vs clusters?)
- Get your headcount estimate — add 10% buffer for last-minute additions
- Choose theme: company logo, inspirational quote, seasonal, or team colors
- Contact custompaintparty.com for bulk pricing and custom design request (free)
- Confirm budget per person — typical range: \$8–\$18/person for canvas + kit

4 Weeks Before

- Place bulk canvas order (40-pack or custom quantity)
- Book any A/V equipment needed (projector for reference image)
- Assign a volunteer or staff coordinator for setup
- Draft communications to attendees — what to wear, what to expect

2 Weeks Before

- Confirm final headcount and adjust order if needed
- Plan station layout — allow 24"–30" per person at tables
- Order extra supplies: extra white paint, paper towels, drop cloths
- Prepare a simple instruction sheet for each table

Day Before

- Set up all tables and cover with drop cloths or tablecloths
- Pre-stage supply stations at each table (brushes, water cups, palettes)
- Test projector or display for reference image
- Prepare volunteer briefing — who manages what area of the room

Day Of — 1 Hour Before Doors Open

- Place one canvas per seat, face down
- Fill all water cups
- Display reference painting at the front of the room
- Brief volunteers on their stations
- Have extra canvases ready for latecomers or do-overs

■ BULK ORDERING GUIDE

Group Size	Recommended Order	Format Tip
20–40 people	40-pack canvas kit	Paint Kit saves setup time
40–80 people	2x 40-pack	Canvas Only if venue has supplies
80–150 people	Custom bulk quote	Contact us for pricing
150–400+ people	Custom bulk quote	We accommodate any size

■ *For 40+ people, request a custom design — we'll create your logo or theme for free.*

■■ VENUE & LOGISTICS CHECKLIST

Space setup:

- Tables covered with drop cloths or plastic tablecloths
- 24"–30" of table space per person minimum
- Trash cans or bins at each table cluster
- Water source nearby for refilling cups
- Good overhead lighting — paint colors look different in dim light

Supply stations (set 1 per 8–10 people):

- Central paint station with full color set + extra white
- Rinse bucket for dirty brushes
- Extra brushes, paper towels, and paper plates
- Wet wipes for spills

A/V & signage:

- Projector or large screen showing the reference painting

- Printed reference cards at each table (optional but helpful for large rooms)
- Signage directing guests to their seats

■ LARGE EVENT HOST TIPS

- Assign one volunteer per 15–20 guests to circulate and help
- Start painting in waves — background first, then main subject, then details
- Use a mic or PA system for large rooms so everyone can hear instructions
- Budget 90 min minimum — 2 hours is ideal for a relaxed experience
- Take a group photo before people leave — it's always a hit on social media
- For corporate: add a "best painting" award voted by the group — drives engagement
- For church events: tie the design to a scripture or theme for deeper connection

■ *Custom logos and quotes are our specialty — submit a free design request and we'll have it ready in 24–48 hours.*

Ready to order your canvases? We ship in bulk for any size group.

custompaintparty.com · Free custom design request · Bulk orders welcome