How to Plan Your BIAB Build Out Project

Use these guidelines to plan and implement a successful event. Birthday Wishes is always happy to help with questions or suggestions. You can contact us via email at biab@birthdaywishes.org.

1. Determine your budget and the date and location of your box build out. Promote your event and determine how many people are interested and how many boxes you will build.

The approximate cost to build one box is $10-$25, depending upon where items are purchased. The minimum donation for this project is 10 complete boxes and they must be delivered to the Birthday Wishes office in Natick, MA.

2. Determine how you will obtain the required items.

Will your company or organization purchase directly or will you ask for donations? We recommend asking for monetary donations rather than product donations to ensure you have party supplies which coordinate and that you have the appropriate amount of each item. Assign one or two team members to collect funds and make purchases.

3. Collect 10-ream paper boxes. Note that you will need 1 box for each Birthday-in-a-Box you plan to build.

Use 10-ream paper boxes with lids from Staples, Hammerill, etc. for the box. The box and lid need to be wrapped separately in birthday theme wrapping paper.

Be sure you watch the video tutorial on how to properly wrap the box at birthdaywishes.org/birthday-in-a-box/

4. Purchase the required items.

Use the attached shopping list and review the provided party theme suggestions before making your purchases. Our Birthday Boxes are delivered to children aged 1-17. Please keep this in mind when making your selections.

Here are a few suggestions for purchasing affordable party supplies:

- The Dollar Tree
- Amazon
- Walmart or Walmart.com
- Oriental Trading Company (www.orientaltrading.com)
- Target or Target.com
- DiscountPartySupplies.com

Birthday Wishes is a registered 501(c)3 tax exempt organization. For more information visit www.birthdaywishes.org.
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5. Assemble the Boxes

Before you begin the process of building your boxes please be sure each participant watches the video tutorial at www.birthdaywishes.org/birthday-in-a-box/

Remember that plates and napkins should coordinate, (i.e. do not put outer space plates and mermaid napkins in the same box). If there is not an exact match to the plate pattern, use a coordinating solid color. Use the included Shopping List/Box Checklist to make sure you don’t forget to pack anything!

6. Take pictures of your event!

Birthday Wishes will post and share your support on all of our social media channels.

7. Arrange delivery to our Natick Office.

Our Natick office is located at Cochituate Place, 24 Superior Drive, Suite B1, Natick, MA 01760. Please call 866-388-9474 or contact us at biab@birthdaywishes.org to schedule.