



PARTY BOOK POLICIES FOR PARTY HOST(S)

1. Please be considerate of your co-hosts when planning your party. Plan a budget ahead of time and try to stick to it. The hosts are responsible for 100% of the costs of the party.
2. All parties, including rescheduled parties, must take place before the last day of school in June, 2016. All dates for parties must be cleared ***in advance*** with the Party Book Chairs.
3. If you reschedule the date of your party and a guest cannot attend the new date, their payment is considered a donation to the school unless the host is able to replace that spot with someone on the wait list. It is the responsibility of the guest who has paid to seek reimbursement from the wait-listed guest will be taking the original guest's place at the party.
4. Hosts will send an email invitation prior to the event with all the party details to paid guests only. Hosts will receive a list of all paid guests prior to the event, with contact information for each guest.
5. The hosts' submission of a completed donor form indicating the party, its date and location is a binding commitment by the hosts to host a party, and the party cannot be canceled. If cancellation of a party is unavoidable, the Party Book Chairs must be notified immediately and they will assist the hosts with appropriate next steps.
6. If someone who signed up for your party informs you that they cannot come, their spot should be opened up to the first person on the waitlist. The original guest must seek reimbursement directly from the wait-listed guest assuming his/her spot.
7. You are responsible for marketing your party!! Please prepare a flyer advertising your party.
8. Please email the Party Book Chairs if additional guests who were not on the original guest list attended your party so that we may collect payment from them.
9. The lead host will receive a tax letter from the Party Book Chairs, and will be responsible for forwarding the tax letter to all co-hosts.

Questions? Please contact Melissa Iacono at: melissa_iacono76@hotmail.com