



## Calendar Party - 2019



Dear Parents,

At the Back to School Night, some parents signed up or verbally committed to participate on the Calendar Party Committee either as a Table Captain or Committee Volunteer. Preparations have begun for this event on May 3<sup>rd</sup>. Even if you signed up at the Back to School Night, I ask that you complete this form and return to me with your response.

For those who did not have the opportunity to sign-up, I ask that you read the information and hope you will join the Calendar Party Team this year.

The SHS Home-School will once again sponsor their *Annual Calendar Party* on Friday evening, May 3<sup>rd</sup>. This event will be held in our school. For those of you not familiar with this event, the Calendar Party guests are seated at a table decorated in a specific theme, i.e., Christmas, Easter, etc. The guests will enjoy a sandwich, homemade potato salad, pickles, beverage, coffee/tea and dessert. There are raffles held also.

If you are interested in becoming a Table Captain, a host for a themed table, you may do this alone or have **one** co-chairperson. Each Captain and Co-Chairperson will receive two points for this event.

If you would like to participate in this event, please read the Reverse Side of this flyer with the information for all aspects of volunteering for this event. Please complete the form below and **return** to the school office in an envelope marked: Calendar Party – Rosemary Paleologos **by March 18<sup>th</sup>**. If you have any questions, you may contact me at 201-460-4988.

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Name: \_\_\_\_\_ Child's: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_



**I would like to be a part of the 2019 Calendar Party Team:**

\_\_\_ Table Captain [Host of \_\_\_ # of Tables] My Theme is: \_\_\_\_\_

\_\_\_ Committee Member Only [selling tickets, runners, etc.] – One point

\_\_\_ Set Up [Thursday, May 2<sup>nd</sup> – Tables, chairs, etc. must be moved up to the gym from the storage room in the basement] 6 pm – All Captains must be there for set up. - One point

\_\_\_ Breakdown of all tables, etc. 10:00 am, May 4<sup>th</sup> - One point

See Reverse Side for Information on Volunteering for this Event



## **Calendar Party Table Captains, Co-Captains and Committee Member Responsibilities**

**Captain/Co-Captain:** Choose a theme representing a month or idea to decorate your table. Table setup & clean up at the conclusion of the event. Set-up is Thursday, May 2<sup>nd</sup> only and Breakdown is Saturday, May 4<sup>th</sup>. As a Captain, you will be given an allowance of \$40.00. With this allowance you will be required to provide:

- 1 Centerpiece
- Tablecloth to cover 5 tables which will be side by side and 1 for your working table
- 18 dinner and dessert plates
- 18 napkins and dessert napkins
- 18 coffee cups and 18 beverage cups
- Ice enough for 18 people – bring a cooler, there is no freezer available
- Dessert for your table
- Beverage for your table
- You will have a worktable for your desserts, etc.
- All items for your table must be brought on Thursday set up
- Dessert and ice bring on Friday

Please Note – Tickets will be made available to the public. You have first choice of filling your table with family and friends. Any available seats will be filled with outside requests. Please request your tickets early. You may sponsor more than one table, after the first table is filled.

**Committee Members:** Your responsibility will be to sell tickets, run prizes, set up and clean up, etc.

Each year we are graced with the *creativity* of our parents. The Calendar Party is neither a contest nor a competition; it is purely a creative fundraiser. Please keep in mind, through your generosity, you may contribute any additional items: favors, snacks, chips, dips, props, etc. You are only required to purchase the items listed above. It will be your choice as to how creative or elaborate your table becomes. Any cost after your allowance will be your responsibility. Sandwiches, potato salad, coffee/tea will be provided.

**Setup (May 2<sup>nd</sup>) \* Night of Event (May 3<sup>rd</sup>) \* Clean-up and Breakdown (May 4<sup>th</sup>)**