



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 3rd. 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 3rd**. 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 guest will enjoy a sandwich, homemade potato salad, 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 – Patty Pavlica by March 25th**. If you have any questions, you may contact **Rosemary Paleologos at 201-460-4988**.

Name: _____ Child's: _____

Email Address: _____ Phone: _____



I would like to be a part of the 2024 Calendar Party Team:

____ Table Captain [Host of ____ # of Tables] My Theme is: _____

____ Set Up [Thursday, May 2nd – 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

____ Event Night [Friday, May 3rd Committee Member Only] – must purchase ticket (selling running, serving, cleaning) - One point

____ Breakdown of all tables, etc. 10:00 am, May 4th - 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 Set-Up & Clean Up at the conclusion of the event. Set-Up is Thursday, May 2nd only, Event Night Friday, May 3rd and Breakdown is Saturday, May 4th. 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
- All items for your table must be brought on Thursday Set-Up day
- Dessert and ice bring on Friday, Event day

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 will be your responsibility. Sandwiches, potato salad, coffee/tea will be provided.

Setup (May 2nd) * Night of Event (May 3rd) * Clean-up & Breakdown (May 4th) is the responsibility of All Captains, Co-Captains and Committee Members on the Calendar Party Team.