



## *Celebrating the Spirit*

# PARTY BOARDS

### **LET'S PARTY!**

SPC parents can come together to host parties as a part of the offerings at the annual Celebrating the Spirit event. The party sign-up boards are at the event, where CTS attendees add their names to as many parties as they wish! Parties are fun, build community, and, more importantly, play a significant role in supporting our school. These parties are organized and hosted by parents like you and are a big part of the annual CTS proceeds. Here's how you donate/co-host a party:

### **Form a Group and Plan Your Party**

Reach out to people with whom you would like to host a party and come up with a great idea (or reach out to the Party Chairs for ideas). Meet with your group and involve everyone in the planning process to discuss all aspects of the party. Things to cover in your initial meeting:

### **Budget:**

Do some research to determine how much the party will realistically cost. Ensure everyone agrees on the budget and work hard to stick to it.

### **Venue:**

Where will your party be located? Consider appropriate spaces (e.g., home/ backyard, restaurant, etc.). Consider how many attendees you can accommodate.

### **Date:**

When will your party take place? Choose a few dates that will work for everyone, and make sure the venue you plan to use is available. Check the school calendar and contact the Party Board Chairs to avoid conflicts.

### **Food/Décor/Entertainment**

Divide and conquer! Don't let one person do all the work. If hiring vendors/ caterers, make sure it fits within your stated budget.

### **Marketing Plan:**

Sell your party! Talk it up with friends and other parents, and plan on having people market your event in the party room that night during the event.

### **Submit Your Party Form Online**

[Click here for the online Party Boards form](#), then complete and submit. You will receive an email confirmation from the Party Board Chairs to finalize details. Please submit the form by December 13, 2024.

But wait... Are you fresh out of ideas and still want to be involved? Talk to our Party Board Chairs, Amy Dolan, at [amyddolan3@gmail.com](mailto:amyddolan3@gmail.com) and Jess Draths, at [jcarlet2@gmail.com](mailto:jcarlet2@gmail.com).