**(Teacher and Grade)**

**Event Planning 2019-2020**

Hello (**number**) Grade Parents!

(**Teacher**) class will be having 3 celebrations during the 2019/2020 school year, I want to make this a fun and memorable year for all our kids. Your help and support for upcoming events is welcomed and appreciated. Below is a list of several questions that I hope you can take a few minutes to answer. We all have different schedules and abilities to contribute, so gathering some information in advance will help with event planning. The information requested is not mandatory, just helpful. Please return this as soon as possible! ☺

Thank you!

(**Room Parent Name**)

 (**phone number and/or email**)

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best way to be reached Hm\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am available to help with**

(Please mark all that apply)

\_\_\_\_ Assistant Room Mom (any time or preparation helps me!)

\_\_\_\_Organizing a craft

\_\_\_\_Supplying food or snacks

\_\_\_\_Supplying drinks

\_\_\_\_Contributing financially

\_\_\_\_Helping out during celebration

\_\_\_\_Gathering supplies for celebration

\_\_\_\_Class Photographer

\_\_\_\_ Art Masters (assist)

\_\_\_\_100 Mile Club (tracking laps for students in our class only)

\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information (i.e. food allergies or suggestions) that might be helpful to consider with class celebrations.

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Thank you in advance for your help! More information regarding celebrations and PTA sponsored events will be sent out to you as the dates get closer. This a great class and it is going to be a wonderful year!