



PARTYBOOK

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 waitlist. 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 and they are unable to sell their ticket independently, their spot should be opened up to the first person on the waitlist.
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. Payments can be made in three ways mobile bidding, by check or online. Mobile Bidding: Gives all bidders priority access and takes place with a [purchased ticket](#) to the main auction on Oct. 10th. Ticket sales close for this party on Monday October 5th. All auction items including Party Book will go live on the Ready. Set. Auction! Website at 6:00, one half hour before the party starts. Checks: are to be made out to Robinson PTSA with party title in the subject line, for the listed amount. Online:

Through the Robinson website/ Party Book Store lists remaining spots not sold at the main auction on 10/10/2015. If the party in question is not listed in the Party Book Store - it can still be submitted through Party Book Store under 'donation' - please list party title in subject line.

10. The Party Book Store is online through the Robinson website and will go live in late October and is thus open to the general public as well as Robinson Alumni! Parties will not be posted without host approval.

11. 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 and vendors.

**Questions? Please contact Jen Berlinger at jenberlinger@me.com
or Amanda Luftman at anluftman@yahoo.com**