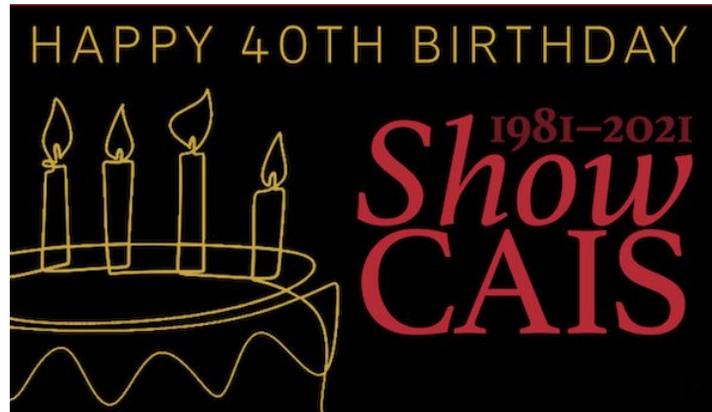


ShowCAIS 2021 Party Sign Up Guidelines



ShowCAIS is too much fun to contain to just one night! Party Sign Ups are parent or teacher hosted parties and activities that keep the festivities (and support of CAIS) going through the spring, summer, and fall with a variety of events to match different interests. Each Party Sign Up offers a specific number of spots, which parents may purchase via the same system CAIS uses for the online auction component of ShowCAIS. Party hosts don't have to worry about dealing with the logistics of guests' ticketing, payment, etc. **Please note: all ShowCAIS 2021 Party Sign Ups will be held virtually.**

Some examples of past Party Sign Ups include:

- Workshops and classes: cooking classes, floral design, wine tasting, craft nights - turn your talent into a party for your CAIS friends!
- Parties: trivia nights, Mahjong, virtual happy hours and more!
- Exclusive events: exclusive speakers and special access - providing one of a kind experiences guests can't get anywhere else
- Child-focused events: kids' entertainers, game nights - Party Sign Ups aren't just for the grown ups!

The following guidelines and tips are designed to ensure an enjoyable and successful event. Interested hosts are asked to provide the following information via [Google form](#):

1. Party Description

Describe the event/activity/party you wish to host (Does the event have a theme? Will you provide food and drink? What will the guests be doing? Are children allowed? What hours are the event?). Please also set the maximum number of guests allowed at the event.

2. Event Date

Party hosts will work with the Advancement Office to determine a date that does not conflict with school events or other Party Sign Ups. Dates should fall between spring of 2021 to autumn of 2021 and will need final approval from the Advancement Office. Please note that parties in the middle of summer do not tend to sell as well as those hosted in spring or fall.

3. Estimated or Total Value of the Event and Suggested Event Price

For example, if you will be hosting a cooking party for 10 people, the “estimated value” would include the cost of the goods and services to host this party. Please save any receipts from party expenses to receive an in-kind acknowledgement. Party Sign Up Hosts should provide a suggested ticket price per person or family which the Advancement Office will approve. Most Party Sign Ups cost between \$30 and \$150 per person. Guests do not receive a tax credit for their Party Sign Up purchase.

4. Supplies

Does the ticket include any “extras”? For example:

- Craft kits or supplies if you’re doing a virtual workshop
- Food or drinks to be delivered - think cocktail kits or fun bites from your favorite takeout spots

Please note that including these items for your guests is not necessary! However it can be a fun option to make a virtual gathering that much more special. If you do choose to include any items for delivery for guests, the Advancement Office would be happy to provide a list of guests’ addresses.

5. Other information to include

Any additional information guests might need to know!

Responsibilities of the Host:

The Party Sign Up Host is expected to underwrite the cost of the event, as well as coordinating all arrangements leading up to the event and on the day of the event. The Advancement Office will provide updated guest lists for hosts leading up to the event date. Party Sign Ups are not staffed by the Advancement Office. All monies raised from sales of Party Sign Up spots benefit CAIS.

Not only is it disappointing when parties are cancelled, CAIS will need to refund ticket sales for guests. Please create a Party Sign Up that you are comfortable hosting, regardless of attendance.

Helpful Tips and Important Guidelines

Inclusivity:

Party Sign Ups are a fun way for parents to participate in raising money for CAIS and should therefore be welcoming and inclusive to all. Party Sign Up hosts are asked to keep costs low (not to exceed \$150 per person) so tickets will be affordable to as many parents as possible. Party Sign Ups are also for people of all genders, in accordance with CAIS's Gender Inclusion Guidelines, and should be advertised as such. Everyone who is interested in a party theme is welcomed to attend that party with the purchase of a ticket. Host a Parents' Night Out rather than an event just for moms or dads - your peers will thank you!

Cost:

Not only should ticket prices be affordable for guests, hosts shouldn't spend a fortune on Party Sign Ups either.

Some tips for creating fun and low-cost parties:

- Co-host a Party Sign Up with other parents to share expenses.
- Create a budget and stick with it. This is a fundraiser and people are participating to raise money for CAIS, as well as to have fun with other families - it doesn't need to be a lavish event!

Do What You Know Best:

Enlist your talented friends! Have a friend in a band or someone who's a whiz in the kitchen? Throw a virtual dance party or cooking class! Many people will donate their services, or at

least provide them at cost. You can also recreate an event that you already host as a Party Sign Up!

Marketing:

The Advancement Office advertises Party Sign Ups via email blasts and on the website, but nothing is more effective than peer-to-peer marketing! Plan to encourage those you know to go with a few direct emails and talk it up among your friends.

Thank you for your interest in hosting a Party Sign Up event to benefit CAIS! If you have any questions or are ready to create your event, please email Paige Butler at p_butler@cais.org.