ShowCAIS 2017 Party Sign Up Guidelines

ShowCAIS is too much fun to contain to one night! The Party Sign Ups are parent or teacher hosted parties, outings, 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 its online auction component of ShowCAIS. Party Hosts need not worry about handling the logistics of guests’ ticketing, payment, etc.

The following guidelines and tips are designed to insure an enjoyable and financially successful event.

Interested hosts are asked to provide the following information via google form.

1. Party Description
   a. 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, do they need to bring anything, are children allowed, what hours are the event, etc.). Please also set the maximum number of guests allowed at the event.

2. Event Date
   a. Party hosts will work with the Advancement Office to determine a date that does not conflict with school events or other Party Sign Ups. All dates should occur in 2017 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
   a. 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. Party Sign Up Hosts should provide a suggested price per person or family which the Advancement Office will approve. Most Party Sign Ups cost between $30 and $150 per person. Guests typically do not receive a tax credit for their Party Sign Up purchase.

4. Other information to include
   a. Any additional information guests might need to know (address of party, where to park, host phone number, suggested attire, etc.)

The Party Sign Up Host is responsible for underwriting 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**

1) 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 allowed to attend that party with the purchase of a ticket. Host a Parents’ Night Out rather than an event just for moms or dads and your peers will thank you!

2) Not only should ticket prices be affordable for guests, hosts should not spend a fortune on Party Sign Ups either. Some tips for creating fun and low-cost parties:
   a) Co-host a Party Sign Up with other parents to share expenses.
   b) 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. Although renting a limo-bus for a wine tour in Napa sounds like a fun, exciting event, the costs can quickly get out of control for the hosts.
   c) Host a party at your own home. You won’t have to worry about the cost of an event space and there is no minimum guest requirement, reducing the risk of a party being cancelled. Parties at homes are also more scalable: you can easily increase and decrease the amount of space your party uses. If you move that wine tasting from Napa to your living room, you’ll be able to expand into your dining room when word catches on about how great your parties are and tickets sell out.

3) Enlist your talented friends. Know a friend in a band? Host a dance party. Or have them play during a dinner that your spouse/Home-Kitchen-Hero cooks for a group of 12. Many people will donate their services, or at least provide them at cost.

4) Re-create an event that you already host. Are you known for throwing the best Memorial Day BBQ in SF? Turn it into a Party Sign Up this year. If an event you already host is a big success, you will have a much easier time selling those spots as a Party Sign Up.

5) Plan to help with 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 your friends to go with a few direct emails and talk it up on the playground.
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 Hannah Bloom.