

## PARENT CLUB EVENT NOTICE

(must be turned into the principal at least 2 weeks in advance)

---

---

Name of Teacher and Grade Level:

Name of Party:

Date & Time of Party:

Party's Class Coordinator/Phone:

All other Room Mothers/Phones:

Outline of Party:

What do the teachers, faculty and staff need to be aware of regarding this event?

Description and/or names of the activities, game(s), craft(s), and treat(s) planned for the party:

What do the teachers, faculty and staff need to be aware of regarding this event?