



Host a Party

Pennekamp Dragon Jamboree & Silent Auction

September 15th, 2017

Name of Party: _____

Date: _____

(must occur before June 30, 2018)

Time: _____

Party Description: _____

Maximum # of guests: _____

Host(s): _____

Contact Name & email: _____

**Please complete and return to the school office or via email to Katie Gunther: Katie@kghall.com

Party Host Guidelines

- If you are interested in hosting a party, but unsure what to go with, we have ideas for you! Please reach out and we can help.
- The entire party is a donation to Pennekamp. No monetary compensation from Pennekamp will be given to party hosts.
- Tickets will be sold, host sets the ticket limits. Auction chairpersons set the ticket price (usually \$50-\$100 per ticket)
- More than one family is encouraged to host a party together to help with planning and financial costs.
- Please factor in the number of party hosts (who do not purchase tickets) as you prepare for the total number of party guests.
- **In fairness to everyone, no one may attend a party without purchasing a ticket.**
- Parties should be set around a theme. Parties can be for singles, couples, families or kids only. Tickets are sold individually.
- Refreshments (food & drink) should be provided by the host families depending on the theme and time of day.
- Final plans should be discussed with auction chairs prior to the Dragon Jamboree (Sept. 25th).
- Once a date is set, and tickets are sold, the date must be kept.
- Hosts are responsible for contacting guests one month before the event as a reminder.
- No refunds for tickets. If someone is unable to attend after purchasing a ticket, they can choose to give/sell to another Pennekamp family.