**Winter Party Email**

Distribute to to ALL parents in BCC no later than 2 weeks prior to the event & CC your teacher.

Remember to change any items in **BOLD** as is appropriate. If you do not have any parents signed up for an item, send the email out to entire class and instead of “Volunteer Name” you would insert “Volunteer Needed” and have them reply ALL so you don’t have any double ups.  If you use Sign-Up genius, include that link for people to remember their sign-ups or to easily fill in missing needs.

Copy the email message below this line:

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Hi Everyone!

The email below highlights information regarding our upcoming Winter Party for **TEACHER NAME**’s class.

Our party is on **December XXth from X-Xpm**.

* **Parents/Siblings are Welcome – this event is held in the classroom \***

Please remember to get a Visitors Pass at the Front Office before going to the classroom, there will be a "Sign-Out" sheet in the classroom the day of the Holiday Party if you want to have your child go home with you after the party.

Parent Volunteers for the event are listed below. If the “Party Parents” want to coordinate amongst each other for, craft ideas, activities, etc. that is fantastic. Please let myself or **TEACHER** know of any extra plans/set-up to ensure they work with the class schedule.

Our class has **INSERT NUMBER OF STUDENTS** plus **TEACHER NAME** - I usually advise bringing a few extra if at all possible since this party does allow for siblings and it is nice to have a few should we need them.

\*\* Cupcakes/Cookies: **Volunteer Name**

\*\* Juice Boxes: **Volunteer Name**

\*\* Paper Goods: **Volunteer Name**

\*\* Craft or Game: **Volunteer Name**

\*\*Remember all items must be store bought and peanut free!\*\*

Please confirm by **INSERT DATE**, that you will be bringing or sending the item in with your child. If at any point you are no longer able to help with the party, please let me know ASAP so that we have time to coordinate a new volunteer.

Our class party sign-up is located at [www.XXXXXXXXXXX.com](http://www.XXXXXXXXXXX.com) if you want to volunteer for other open party needs during the year. **(delete the sentence and the above if you choose not to use sign-up genius)**

If you have any questions please don’t hesitate to contact me.

**YOUR NAME**

Class Parent – **TEACHER NAME** – **XYZ Grade 20XX-20XX**

**YOUR CONTACT INFO**

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