



## HPS Socials Planning Form

| Information Needed  | Description |
|---|-------------|
| Party name  |             |
| Main host and email   |             |
| Supportive hosts/emails   |             |
| Location name   |             |
| Location address  |             |
| <b>Date</b> - MUST BE INCLUDED WHEN YOU SEND IN THE FORM<br>**CANNOT BE CHANGED FOR ANY REASON  |             |
| Start time  |             |
| Approximate end time  |             |
| Fun description of party  |             |
| <b>Cost of party per person</b><br>HOSTS FINANCE THE PARTY. THIS IS THE COST ATTENDEES WILL PAY (GOES DIRECTLY TO HPS PTO VIA EVENTBRITE) |             |
| <b>Max # of attendees for party (including hosts)</b>   |             |

Please return this completed form to Ashley Tolokonsky at [socials@hpspto.com](mailto:socials@hpspto.com)

**Important Information:** The Socials Planning team will collect RSVP's, payment and send event email reminders on your behalf. Hopefully this will allow you to focus on planning a fun get together! If you do receive payment, please mail to or drop off at:

Hyde Park School PTO  
Attn: HPS Socials  
3401 Edwards Road  
Cincinnati, OH 45208