



## HPS Socials Planning Form

Party name	
Main host/email/phone	
Supportive hosts/emails	
Location name	
Location address	
Date of party	
Start time	
Approx. end time	
Fun description of event, what's included etc.	
Suggested ticket cost (ex: \$25 pp) Hosts cover the costs of the party (food, drink, etc). All other attendees purchase tickets to attend. Eventbrite sends those funds directly to the HPS PTO)	
Max # of attendees for party (including hosts)	

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

**Important Information:** The Socials Planning team will create the Eventbrite invitation, promote your party, sell tickets, and send event email reminders on your behalf. Hopefully this will allow you to focus on planning a great party! Thank you so much for hosting. Have fun! If you should happen to receive any payments from attendees, please drop off or mail to **HPS PTO, Attn: HPS Socials, 3401 Edwards Rd, Cincinnati, OH, 45208**