



DONATION FORM

1. Type of Party: _____

2. Hosted by: _____

3. Date*: _____
Day of the Week Month Day Time

3. Alternate Date*: _____
Day of the Week Month Day Time

Please consult Party Book Dates to Avoid

5. Maximum Number of Guests: _____

6. Guest Limitations: _____
(i.e. - Adults Only, Grade(s) Specific, Waiver Required, etc.)

7. Suggested Minimum Price: \$_____ Per Person Per Couple (please circle one)

8. Party Description & Location: _____

9. Main Party Contact (e-mail address): _____

Please email or picture message completed forms to:

Natasha Koudsi natasha.koudsi@gmail.com
Sue O'Connor: susanpoconnor@me.com

(310) 600-6891
(617) 680-0425

Thanks for your support!



PARTIES WITH A PURPOSE: Building Community & Helping our School

Party Book is a collection of festive Windward events, hosted by Windward families, which focus on community, fun and friendship. Not only does it give members of our community the opportunity to spend time with old friends and meet new ones, it also supports Windward's Financial Aid and Faculty Research & Development Funds. So if you're ready to mix and mingle with your Windward friends while supporting our teachers and students...

...please sign up to host a party!

Hosting is simple: Party hosts are responsible for **planning** and **paying** for their events. You can choose to host on your own party, or co-host with other families to help mitigate costs and planning duties. The money you spend to produce a party is tax-deductible.

We handle the rest: Once Party Book sign-ups launch, Windward families sign up and pay to attend your party through our nifty online Party Book portal, and the proceeds go directly to Windward. No money changes hands between you and your guests.

How do I get started? If you have a great party idea, simply fill out the **Party Book Donation form** and submit it to us. We'll be in touch to get your party ready for sign-ups.

If you are interested in participating but need some guidance, feel free to reach out! We're happy to help brainstorm ideas and/or connect you with other people who may want to co-host with you.

Deadline for Donation Forms:

Party Book Sales Launch in early November, so kindly submit your completed Party Book Donation Form by **October 15** so that your event can be promoted at the launch.

After our launch, we are happy to accept donation forms for parties on a rolling basis as long as they're submitted **one month prior** to the date of the party.

Questions? We got you!

Natasha Koudsi natasha.koudsi@gmail.com (310) 600-6891
Sue O'Connor susanpoconnor@me.com (617) 680-0425

Windward School Party Book

Ideas & Guidelines

Past Parties & Ideas:

- Tacos & Tequila
- Cooking Classes
- Poker Party
- Scavenger Hunt
- Escape Rooms
- Hike, Yoga or Wellness
- PJ's & a Movie Morning
- How-To Parties
- Mah Jongg Party
- Wine/Whiskey Tasting
- Spa Parties
- Bowling, Bar, Beer-Pong?

Hosting Guidelines:

- Please consult **Party Book: Dates to Avoid** when planning your party.
- Suggested price to attend your party should range from **\$25.00 to \$75.00**.
- The **maximum number of guests** you choose to host is up to you and your budget, subject to the following guidelines:
 - If you call your party a "CLASS/GRADE LEVEL PARTY" then it must be open to *all* parents/guardians in the grade to attend. (i.e. *7th Grade Tacos & Tequila* would be open to entire 7th grade class). A party like this needs to be hosted at a venue that will allow space for *all* 7th grade parents to attend, should they all purchase admission.
 - ALTERNATIVELY, if a host wishes to *limit* the number of guests but still attract people in their grade, the party should be named *Tacos and Tequila hosted by 7th grade parents*, and limited to X guests.
- Note that final approvals for all Party Book dates and themes are made by Windward administration.
- Parties are to be for ADULTS ONLY (no students)
- All party costs and planning duties are the responsibility of the Party Host(s).
- Two weeks prior to your party, Party Book Chairs will send Party Host a list of registered attendees. An Evite or Paperless Post invitation/details should be sent out to the registered attendees by the Party Host at least 10 days prior to the event.
 - If you find yourself with spaces opening up at the last minute, please contact people on your party waiting list, and we will bill them upon their attendance. You'd be surprised how much this happens and can add up to tremendous support for our students and faculty programs!
- If a registered attendee is unable to attend, the registration fee is non-refundable, except:
 - In the event of a change in party date, the attendee cost *is* refundable to those guests who are unable to attend the rescheduled date.



Party Book 2019-20 Dates to Avoid

November:

6, 6pm: Windward Networking Evening Event
7, 6pm: National Arts Honor Society Induction
[HOLD] 12 or 13, 7:30-10 - Possible Party
14, 6pm: Tales of the Table
16, 7pm: Fall Play
17, 2pm: Fall Play
19, 1pm – 5pm: Parent Teacher Conferences
21, 6pm: Prospective Parent Open House
Nov. 23- Dec. 1: Thanksgiving Break

December:

3, 6:30pm: 8th Grade Parent Meeting
12, 1pm – 5pm: Parent Teacher Conferences
15, 5pm: Music Extravaganza Concert
18, 7pm: MS Winter Music Concert
19, 1pm – 4pm: Parent Teacher Conferences
20, 4pm: Windward Improv

Winter Break: Dec. 21 – Jan. 5

January:

1-5: Winter Break
13, 7pm: Winter Senior Athletics Dinner
24, 4pm & 7pm: Windward Improv
25, 6pm: Bowl Before the Bowl

February:

1, 7pm: An Evening of Dance
6, 6pm: Windward Networking Evening Event
12, 6:30pm & 8pm: Night of Comedy Performance
15-23: President's Break
26, 6pm: 10th Grade Parent Meeting

March:

10, 6:30pm: 7th Grade Parent Meeting
11, 6pm: Benefactor Cocktail Party

13, 7pm & 8:30pm: Coffee House

16, 5:30pm: 8th Grade Minimester Parent Meeting

18, 6pm: Leadership Appreciation Event

22, 1pm: Media Arts Showcase

22, 5pm: US Spring Concert

24, 6pm: 9th Grade Parent Meeting

25, 6:30pm: Adv. Ensemble/Spring Concert

Spring Break: March 28 – April 12

April:

13, 7pm: Spring Senior Athletics Dinner

15, 6pm: AP Show Opening

17, 4pm and 7pm: Windward Improv

19, 3pm: Class of 2023 Family Picnic

22, 7:30pm: 11th Grade Case Study Workshop

28, 6:30pm: 8th Grade Parent Meeting

29, 6pm: AP Studio Art Show

30, 6pm: Windward Networking Event

May:

2, 7pm: Spring Musical

3, 2pm: Spring Musical

9: Spring Event

10: Mother's Day

13, 6pm: M/S Family BBQ

14, 11am: Parent Guild Luncheon

17: 5pm: MS Music Spring Concert

20, 6pm: Night on the Bridge

21, 5pm: Windward Improv

22: Graduation

23 - 25: Memorial Day Weekend

30: Alumni Reunion Weekend

June:

1, 6pm: Class of 2026 BBQ