

# 2012 Toast to the Teachers Party Information Form

I/we will host a party for MFEE TOAST TO THE TEACHERS 2012 beginning May 24 through June 21

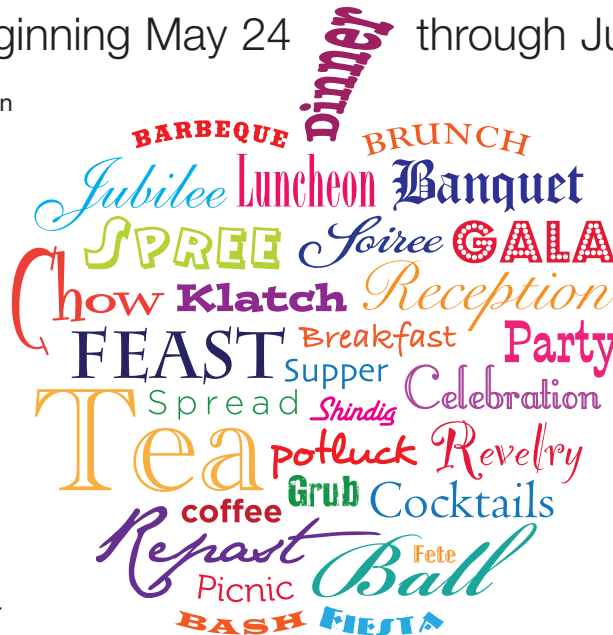
Please complete this form as soon as you have decided upon your 2012 Toast to the Teachers party arrangements and send it to:

**by mail:** Montclair Fund for Educational Excellence, attn: TOASTS, 22 Valley Road, Montclair, NJ 07042.

**by hand:** MFEE mailbox at the MPS Central Office

**by fax:** 973-509-4098

**by email:** This PDF form is interactive! You may fill it in on your computer and email it to info@mfee.org. When you save it, please *rename* the file with your name.



In order to include your party in the printed list of Toasts, we must receive your form no later than **April 11, 2012.**

If you have not yet finalized your party arrangements by April 11, please submit this form with whatever information you do have. Details about parties received after April 11 will be published online and blasted to the school community.

Additional copies of this form may be downloaded at [www.mfee.org](http://www.mfee.org). Please contact Lois or Robin at MFEE, [info@mfee.org](mailto:info@mfee.org) or 973-509-4021, if you have any questions.

## 1. Contact Information

Please provide the name, phone number and email address for one person who we can contact should we have any questions or need additional information.

Contact Person:

Phone:

Email:

## 2. Host Information

Please list names of hosts as you would like them to appear in the published list. Addresses and phone numbers are needed so we can contact you and will not be included in the published list. If your party will be hosted by more than three families, please attach other families' names and contact information separately. **Please limit the number of host families to two per honoree.** (Teaching Assistants, in most cases, will not be listed specifically as honorees, but will be assumed to be included as invited and honored guests.)

Host Family:

Address

Phone:

Host Family:

Address

Phone:

Host Family:

Address

Phone:

Please complete both pages of this form.

**3. Honoree Information**

Honoree:

School:

Title:

Honoree:

School:

Title:

Honoree:

School:

Title:

**4. Party Information**

Party Title:

Date:

Time:

Location/Home of:

Address:

Cross Street:

Are children invited?  Yes  No

Maximum number of guests:

Type of Party:

 Dinner Lunch Brunch Dessert Barbecue Cocktails Tea Breakfast Other (please describe): \_\_\_\_\_**5. Please tell us a little more about your party**

Will there be entertainment/activities? if so, please describe.

Is there anything notable about the location or atmosphere? if so, please describe.

What kind of food/beverages will be served? Will liquor be served? if so, please describe.

Does your theme relate to your honoree(s) in some way? if so, please describe.

*We will keep the admission for similar parties the same. Please note that we will be putting together a fund to underwrite the admission for those who are unable to afford the donation at this time.*