



## SPONSOR/HOST INFORMATION FORM

Please return this form to the **Party Book Box** in the main office by **Friday, September 23**. You may also submit a party request online at [www.kentercanyon.org](http://www.kentercanyon.org) (Fundraising section)

PARTY TITLE: \_\_\_\_\_

FOR ADULTS, KIDS OR BOTH: \_\_\_\_\_

PARTY BOOK DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAY/TIME: \_\_\_\_\_ MAX GUESTS: \_\_\_\_\_ PRICE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

HOSTED BY: \_\_\_\_\_

(please indicate **ONE** host to be the main point of contact with the Party Book Committee, but include all hosts you want listed on website and future materials)

CONTACT PHONE: \_\_\_\_\_ CONTACT EMAIL: \_\_\_\_\_

### IMPORTANT NOTES:

- All submissions are subject to PSG approval.
- Once your party has been approved, please note that hosts may NOT cancel or reschedule the event without PSG approval.
- Location of party will only be released to paid attendees prior to party date.
- Host contact phone and email are for internal use only.
- In the event your submitted party date conflicts with another event, we will work with you to select an alternate.

Questions? Please contact [partybook@kentercanyon.org](mailto:partybook@kentercanyon.org)