

Hosted Parties Financial Guidelines

Thank you for hosting a party to benefit Wagner Ranch Parents' Club. Not only do hosted parties raise significant funds, but they're a great way for parents to socialize. These guidelines are meant to help new hosts navigate some of the financial aspects of hosted parties.

Do

1. **Decide upfront how hosts are splitting up expenses so there is no confusion.** Sometimes hosts chose to start with a budget and divide up tasks. Some aggregate expenses on the back end and divide up evenly. Others chose to have hosts divide duties and jobs and not deal with a budget – “pot luck” style. How ever you choose to do it, it is helpful to have an agreement from the start.
2. **Send out evite ONLY to guests who have paid in advance.** This tends to be the best way to collect easily and fairly. For guests you want to join but have not signed up –send them the payment link to Revtrak. You'll receive a listing of all of those who have paid to attend your event from the hosted parties coordinator. This will avoid confusion later as to whom you need to collect payment from.
3. **Check paid guests off as they arrive at the event.** This way you can identify those who have not yet paid and maintain an accurate listing.
4. **Send a list of non-paying attendees to the WRPC treasurers** (Patty Holman and Rays Zheng). The WRPC treasurers will then follow up with unpaid Wagner Ranch parents and collect payment on behalf of the co-hosts/parents' club.

Don't

1. **Offer to refund if no longer can attend.** Hosted party payments are donations to our school. If someone can no longer attend, they can either find someone else to take their spot or just consider it a donation to the school.
2. **Allow guests to attend and not pay.** Hosted parties are a group effort that require a lot of work and money by co-hosts. It is your co-hosts' expectations and, out of respect for them, all guests should pay to attend since it benefits the school and our children's education.
3. **Attempt to collect the hosted party cost from non-Wagner Ranch guests.** If a Wagner Ranch parent brings a guest to your hosted party, it is that parent's responsibility to remit funds for their guest.