

Halloween Party Checklist
Tuesday, October 31st
2:15-3:15pm
Immediately Following the Halloween Parade

- Do you have your room reps and/or parent volunteers (up to four allowed) lined up for the party?
- The itinerary for the party should be starting to come together: games, activities, a craft, read a book, etc. Think simple, no stressing - only fun allowed! Need ideas? Please reach out for assistance.
- Check out the [Room Rep Central](#) website for all sample letters, holiday party ideas, tax-exempt letter and much more.

Halloween Classroom Decorating
Monday, October 30th
3:35-4:30pm

- Each classroom needs to be decorated so if you have issues finding volunteers, then please reach out to Shelly Daley (michelledaley24@gmail.com or 847.691.6594)
- Do you have your room reps and/or parent volunteers (up to four allowed) lined up for classroom decorating? Your own Westgate child may help decorate their classroom with you safely (no standing on chairs, etc.), but all non-Westgate children/younger siblings are not allowed to attend either of these events. Please remind your volunteers of this policy.
- Do you have Halloween decorations? Remember there are no balloons, latex, glitter, confetti or any food items allowed.
- Have you used your \$50 budget to purchase some party prizes, games, decorations, etc? Please take advantage of using this money to make the party special for the students; do not forget about the tax-exempt letter.

Volunteer Names Due by Monday, October 23th
[Click Here To Update The Parent Volunteer Spreadsheet For The Halloween Room
Decorating & The Halloween Party](#)

- Please add the names of all your classroom volunteers to the above spreadsheet so the front office can print off badges in advance for the day of the party. **If a name is not on this list, then that person will NOT be allowed inside Westgate for the party on Tuesday, October 31st.** Any last minute changes after October 23th will need to be communicated to Shelly Daley (michelledaley24@gmail.com or 847.691.6594) so she can make the appropriate volunteer updates with the school.
- Remind your parent helpers to bring their Driver's License with in the event the front office needs to scan it in the computer system for security reasons. The names of the volunteers who are decorating your classroom should also be added to the above

school's spreadsheet. This information is for me so I know that all rooms are covered with being decorated. No badge is needed for room decorating on Monday, October 30th. All volunteers should enter and exit through the front door.