**Sample email to class teacher regarding Halloween Party**

Dear (Teacher’s name)

I know it seems a far way off still, but Halloween will creep up on us soon enough, so I wanted to check in with you on some of your preferences. I would welcome your ideas and thoughts on what has worked well in the past?  
  
OPTIONAL IF DOING A JOINT PARTY:

I have connected with our fellow (insert grade) grade room parents and we are thinking of hosting a joint (insert specific grade) grade class Halloween party.

Also, are there any kinds of foods you prefer us not to have at the party? (and food allergies we need to be sensitive to?)  
  
Possibly next week, I would love to get a note out in the Friday folders requesting help/volunteers for the party if you are OK with this? It would also be great if you would be willing to forward an electronic copy of the note to parents to the class email distribution list.  
  
Hope you are well, and many thanks!  
  
(Your name/signature)

Sample email letter to send to class parents (usually your class teacher will be willing to send something out to the class email distribution list for you)

**Sample email for class teacher to send out to parents for Halloween Party**

Dear (Insert Teacher’s Name),

Here is the email to send out to the parents regarding the Halloween party:

Dear Parents:

My name is XXXXXXXX (<insert your student’s name> parent), and I wanted to take a moment to introduce myself. I am the room parent for (insert teacher’s name class this year. I’ll be organizing both the Halloween and Valentine’s Day parties for our class.

You can expect further communication to follow in the coming weeks regarding this year’s Halloween class party which will be taking place on the afternoon of Monday, October 31st. The School Halloween parade will kick-off at 2pm, and the class party will be held afterwards. More details to come but, in the mean time, I wanted to make sure everybody has my contact information. (below)

I’ve already been given a couple of parent names (I’ll be reaching out to you soon!) that will be interested in assisting with the party planning, but we need all the help we can get – so please feel free to contact me if you have a desire to help us as well.

For the Halloween Party, we will need help with the following:

- Attending the party and helping with games/activities

- Bringing (or sending with your child) snacks or treats for the party

- Drinks for the party

- Supplies (plates, napkins, etc)

- Set-up / Clean-up for the party

[You can use a Signup Genius Link to collect signups and insert the link in your email here.]

Look forward to speaking to you all soon!

Many thanks,   
Insert Name

Insert Contact Information

**Sample Reminder Email to Parents for Halloween Party Helpers/volunteers**

Hi,  
  
As a reminder, our Halloween party will be held in (Insert location) following the parade at approximately 2:30PM on Monday, October 31st.   
Thank you very much for your willingness to volunteer to either help at the party or bring/send in treats. With your assistance, we will make this party a lot of fun for the kids!  
  
As a confirmation, here is the list of what I have you down for. If for some reason you are unable to bring the item designated, please contact me back ahead of time, so we can make alternate arrangements.   
  
**Tiffanie** - Plates, napkins, plastic utensils  
**Miranda** - Drinks  
**Mari** - Juice packs & Cupcakes  
**Patty** - Veggies  
**Lynne** - Brownies & Treat bags  
**Janel** - Cheese & Crackers  
**Aree**- Cheese wontons or Egg rolls  
**Melissa** - Cheese puffs  
**Heather** - Chocolate dipped pretzels  
**Karen B**. - Fruit  
**Karin M**. - Popcorn, Bean-bag toss game  
  
Also, several of you volunteered to help set-up / clean-up and assist during the party. I greatly appreciate this, as we will need parents to help with some of the games as well as helping to serve food, etc...  
If you could please plan to meet me in the (INSERT) around 2:15pm that should give us some time to set-up and get ready for the kids arrival following the school Halloween parade.  
  
If you have any questions, please let me know.  
Thank you again for your help!   
  
Best regards,  
Insert Name and Contact Information

**Sample Parent Thank you email for Class Halloween party (can be sent out via Teacher’s class email distribution list)**

Optional: I wanted to send out a link to view some of the pictures I took during Friday's school parade and class party.  
[share.shutterfly.com/action/welcome?sid=8BbN2Tdy3aNnE](http://share.shutterfly.com/action/welcome?sid=8BbN2Tdy3aNnE)  
  
I can't thank everybody enough for all of the generosity and help with the class party. We are lucky to have such supportive and involved parents. I really appreciate all of the help in planning, bringing in treats and food for the party, volunteering to help the kids with games during the party and the assistance in set-up and clean-up. The kids sure seemed to have a wonderful time.  
  
Hope you all had a great Halloween!  
  
Thanks,  
Insert name and contact information