



## How to sign your family up for an event:

1. Email your RSVP to [erin@starlight-washington.org](mailto:erin@starlight-washington.org)
2. Put the name and date of the event in the subject line of your email.
3. In the body of the email put your family name & the # of people in your family that would like to attend.
4. Occasionally I will ask for additional information, so please read the posting all the way through before sending your RSVP.
5. Incomplete RSVP's will not be entered.
6. Once your complete RSVP is received, your family will be added to the list where we will select the families to attend based on your level of priority points. *Please review our priority point's policy if you are unfamiliar with this.*
7. If your family is **not** selected to attend, you will be placed on the waiting list and someone will get in touch with you if there is a cancellation.
8. Final family lists will be posted on the original event posting on the blog.
9. It is each family's responsibility to check this list to see if you have been selected. *If you are unable to attend please review our cancellation policy.*

Thank you