

(sample RSVP form – on school letterhead)

RSVP for Grandparents & Grandfriends Day

Friday, October 16, 12:30–3:00 pm

PLEASE RETURN THIS FORM NO LATER THAN FRIDAY, OCTOBER 9

You can return this RSVP form to the school with the student, in the mail, or fax it to (555) 555-5555. You can also call the school secretary at (777) 777-7777.

Please **PRINT** clearly. Information will appear on name tags.

Student name(s), teacher(s), room number(s):

Name	Teacher	Room Number
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Names of person(s) attending and check appropriate relationship:

Name: _____ Grandparent Other Relative Grandfriend

Name: _____ Grandparent Other Relative Grandfriend

Name: _____ Grandparent Other Relative Grandfriend

Name: _____ Grandparent Other Relative Grandfriend

Please indicate any special dietary, physical, or other needs a guest may have:

Thank you!