**RSVP Rules for Cancellations and No-Shows – Authorized and Approved by Our Chapter President**

When you submit your RSVP, you will receive a confirmation email with the subject line: *Your RSVP Confirmation*.

**Please note the following:**

By submitting your RSVP, you are not only reserving a spot but also committing to attend the event. You are taking full responsibility for joining and paying for any associated costs and expenses.

**For CANCELLATION:**

**Cancellation deadline: December 13th at 12:00 PM (noon).**

Any cancellation made after this date will be considered a *last-minute cancellation* and treated as a *no-show*.

**Charges for Last-Minute Cancellations and No-Shows:**

* A fee of $30 will be charged for any last-minute cancellations or no-shows.
* If you reserve a spot but do not show up or cancel last minute, you will be responsible for this charge.

If you are bringing guests and they fail to cancel on time or do not show up, you (the invitee) will be held fully responsible for the $30 no-show fee.

Hot List / pending list:

We have a list of individuals who no-showed or cancelled last minute at last year's holiday party. These names are included on this year’s “hot list.”

**Important Note for "Hot List" and Pending RSVPs:**

If your name is on the hot list and you attempt to RSVP for this year’s party, you will receive an email notifying you that your RSVP is pending. To double confirm your reservation, you must call by December 13th at 12:00 PM (noon). If we do not hear from you by this time, your RSVP will remain pending and you may lose your spot at the party.

**For any questions or clarifications, please contact our Chapter President, Mr. Robert Stigile:**

* Cell: (818) 381-9568
* Email: rstigile@gmail.com

 Submitted by:

The Holiday Party Committee

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