



Birchwood School International Festival and Auction

Dear Birchwood School Supporter,

Birchwood School will hold its 19th annual ***International Festival and Auction*** on Saturday, December 7, 2013. Hosted by the Parent Committee, the event is Birchwood's single largest fundraiser of the year, with proceeds benefiting all aspects of Birchwood School operations including, but not limited to: paying student competition fees, student scholarships, supporting art residencies, and more. It is also a great afternoon filled with international foods, a live and silent auction, raffles, music, and children's activities.

Birchwood School, established in 1984, is one of Cleveland's finest educational institutions, providing world-class education to a diverse student population in grades Pre-K through 8. Students and their families come to Birchwood School from communities throughout Greater Cleveland because of the school's commitment to academic excellence. Birchwood School students have brought distinction to themselves, the faculty, and the community through their numerous accomplishments and honors.

We are seeking your support of our 19th annual ***International Festival and Auction*** through a variety of opportunities:

- **Event Sponsorship:** Become a major sponsor and receive priority status.
- **Food Donation:** Restaurants/caterers are invited to donate food, particularly ethnic foods, in exchange for advertising.
- **Auction Item Donation:** Items in every price category are needed, including services, gift certificates, event tickets, backstage tours, and merchandise. No item is too small – or big!
- **Advertising in our Event Program Book:** Starting at only \$25 for a business card ad with a maximum cost of \$200 for a full page color ad, it's the perfect way to highlight a business, honor a special person, or send a family greeting.
- **Cash Donation**

Please use the enclosed form to show your support. Birchwood School is a certified 501(c)(3) non-profit educational institution, making the value of your donation tax deductible to the extent allowable by law and to the amount determined by you and your tax planners.

Thank you for your consideration of a contribution to our event. We are grateful for any support that you can give for the benefit of the students of Birchwood School.

Birchwood School Parents Committee
parents@birchwoodschool.org

Auction Donations due by November 26, 2013



Birchwood School International Festival and Auction

19th Annual International Festival and Auction • Saturday, December 7, 2013

Yes, I will help support the students of Birchwood School

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

Event Sponsorship (Contact Mely Sato at 216-251-2321 or msato@birchwoodschoool.org)

Program Book Ad (Deadline November 15, 2013)

Business Card B&W (4.5" w x 2.5" h): \$ 25

Half page ad B&W (4.5" w x 3.75" h): \$ 75

Full page ad B&W (4.5" w x 7.5" h): \$150

My advertising copy is enclosed. Please contact me about designing my ad copy.

My check is enclosed. Please invoice me.

Ads can be emailed to mehlert@birchwoodschoool.org. PDF, gif or tif formats in a minimum 300 dpi.

Auction Item Donation (Deadline November 26, 2013)

Gift Certificate is enclosed for _____ (item) with a value of \$ _____.

_____ (item) is enclosed with a value of \$ _____.

Please contact me about having an item picked up.

Please be sure that gift certificates or event tickets do not expire before or within two weeks after the event date. Thank you.

Restaurant/Caterer Food Donation – Free full page B&W advertisement. (Commitment deadline for advertisement November 15, 2013)

I can donate _____ food to serve _____ people. (minimum 50 people please)

Cash Donation enclosed of \$ _____.

(Please make checks payable to Birchwood School.)

I cannot contribute this year, but please contact me again next year.

Mail donations, ad details and/or payments to:

Mely Sato, Birchwood School, Attn: IFA, 4400 West 140th St, Cleveland, OH 44135

Please contact Mely Sato a 215-251-2321 or msato@birchwoodschoool.org with any questions or for more information.

Thank you for your generous support!