



Educating Young Children for Success

Dear Sir or Madam,

We are writing to you with a very special request for your support.

Newmeadow, a not-for-profit, integrated preschool serving young children, including those with autism and other special needs, will be hosting its third annual gala and premier fundraising event on Thursday, October 25, 2018, at Saratoga National. This important event will raise funds and awareness for the programs and services of Newmeadow, and will support the school's development efforts, including raising funds for our new building project.

We are writing to ask you for your support in one of the following ways: with a donation of an item, a gift card, or a gift certificate for our raffle and/or silent auction, the purchase of an advertisement in the event program, the purchase of tickets for the event or a monetary donation or sponsorship. Proceeds from the raffle and silent auction held at the event will directly benefit Newmeadow, a 501 (c) (3) organization, and are tax deductible donations. For more information about Newmeadow, please visit us online at www.newmeadow.org and www.Facebook.com/NewmeadowSchool.

As a donor to our raffle and/or silent auction, or a monetary donor or sponsor, you will receive a written acknowledgment of your donation and special recognition in the program for the gala event. You will also receive recognition on Newmeadow's website and Facebook page as a donor associated with the event. If you wish to donate anonymously, please let us know and your donation will remain private.

Please contact Amber Reitan at Newmeadow at (518) 899-9235 if you have any questions or if you would like us to pick up your donation.

On behalf of the Board of Directors, families and children served by Newmeadow, we thank you in advance for your donation.

Sincerely,

Andrew F McKenzie

Andrew F. McKenzie
Executive Director

**Newmeadow's 4th Annual Gala Event
Thursday, October 25, 2018, at Saratoga National
AUCTION/RAFFLE ITEM DONATION FORM**

Contact Name _____
Company Name _____
Company Address _____
Business Phone _____
Business Fax _____
E-mail Address _____
Item(s) and description(s) _____

_____ Item(s) will be mailed/shipped to Newmeadow (address below).

_____ Item(s) to be picked up at our location. Please call Amber Reitan at (518) 899-9235 or email at areitan@newmeadow.org to arrange date/time for pickup.

Estimated retail value: \$ _____

- ✓ Please include a copy of your business card or other literature about your company for display with your donated item(s).
- ✓ Our event takes place on November 2nd, 2018. If an expiration date is applicable, please identify a date no earlier than May 2019.
- ✓ Please return this form no later than **September 21st, 2018 to:**
Newmeadow
Attn: Amber Reitan
23 Sitterly Road, Clifton Park, New York 12065

For more information on this event, please contact Amber Reitan at Newmeadow at areitan@newmeadow.org or (518) 899-9235. If you would like to **donate cash** towards the gala, you may do so by visiting our Gala Event Page: www.newmeadow.org/events/gala



Educating Young Children for Success

Newmeadow's 4th Annual Gala Event

Thursday, October 25, 2018, at Saratoga National

PROGRAM ADVERTISEMENT/TICKET ORDER FORM

Our team is hard at work on this year's event and we need your help! Please consider placing an ad or business card in the event program to support Newmeadow. This is an opportunity you won't want to miss! In addition to your ad in the event program, we will display your company name on our website as an event sponsor.

Please complete the information below and mail payment with ad copy (or business card) **NO LATER THAN October 5, 2018, to:** Newmeadow, Attn: Amber Reitan, 23 Sitterly Road, Clifton Park, New York 12065 or email ads to areitan@newmeadow.org.

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

	<u>Size</u>	<u>Dimensions</u>	<u>Cost</u>	
_____	Full Page	5x8"	\$200	_____ Ad Enclosed
_____	Half Page	5x4"	\$100	_____ Ad emailed

Ticket Prices: \$100 per guest Table of 10: \$900 (discount of \$100)

Total Number of Tickets Requested: _____

Total Ticket Price Included/Due: \$ _____

- ✓ If you are purchasing more than one ticket, please fill out the guest list on the **reverse side** for each ticket you purchased. If you are unsure of all names at present, you can email them to Amber Reitan at any time before **October 19, 2018**.

We accept credit card payments (Visa, MasterCard, Discover, American Express) through PayPal. You may do so by visiting our website at www.newmeadow.org/events/gala.

For more information on this event, please contact Amber Reitan at Newmeadow at areitan@newmeadow.org or (518) 899-9235.
"Like" us on Facebook at www.Facebook.com/NewmeadowSchool

Guest List

1. _____
2. _____
3. _____
4. _____
5. _____
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20. _____

**Newmeadow's 4th Annual Gala Event
Thursday, October 25, 2018, at Saratoga National**

SPONSORSHIP/DONATION FORM

Name/Title _____ Company _____

Street Address _____ Telephone Number _____

City, State, Zip _____ E-Mail _____

Please indicate level of sponsorship (see attached) or indicate monetary donation:

LEVEL: _____

DONATION TOTAL: _____

-
- ✓ Your sponsorship includes tickets to attend our event. Please fill out the guest list on the **reverse side** as per your sponsorship level. If you are unsure of all names at present, you can mail or email them to Amber Reitan at any time before **October 5, 2018**.

PLEASE CHECK ONE BELOW:

- I permit Newmeadow to publicize my name/corporation name as a donor.
- I request anonymity from Newmeadow as a donor in all areas.

We accept payments via check or credit card. Please make checks payable to Newmeadow. Checks may be sent to: Newmeadow, Attn: Amber Reitan, 23 Sitterly Road, Clifton Park, New York 12065. We accept all major credit cards (Visa, MasterCard, Discover, American Express) through PayPal. Please visit our website at www.newmeadow.org/events/gala to make a credit card payment. **Donations are tax deductible.** Thank you for your support.

For more information, please contact Amber Reitan at (518) 899-9235 or via email at areitan@newmeadow.org Visit us online at www.newmeadow.org and "Like" us on Facebook at www.Facebook.com/NewmeadowSchool

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Newmeadow's 4th Annual Gala Event
Thursday, October 25, 2018, at Saratoga National

Sponsorship Levels

Lifetime (\$10,000)

- 20 tickets to gala event (2 full tables)
- Full page advertisement in program for event
- Corporate name and logo listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala as event sponsor
- Two reserved tables at gala event
- Premier acknowledgement at gala event
- Special sponsor article on website

Legacy (\$5,000)

- 12 tickets to gala event
- Full page advertisement in program for event
- Corporate name and logo listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala
- Reserved table at gala event
- Special acknowledgement at gala event
- Special sponsor article on website

Diamond (\$2,500)

- 10 tickets to gala event (full table)
- Full page advertisement in program for event
- Corporate name and logo listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala
- Reserved table at gala event
- Special acknowledgement at gala event
- Special sponsor profile on website

Platinum (\$1,500)

- 8 tickets to gala event
- Full page advertisement in program for event
- Corporate name and logo listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala
- Special acknowledgement at gala event

Gold (\$1,000)

- 6 tickets to gala event
- Full page advertisement in program for event
- Corporate name listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala

Silver (\$500)

- 4 tickets to gala event
- Full page advertisement in program for event
- Corporate name listed on website as gala event sponsor
- Corporate name listed on all media associated with the gala

Bronze (\$300)

- 2 tickets to gala event
- Full page advertisement in program for event
- Corporate name listed on website as gala event sponsor