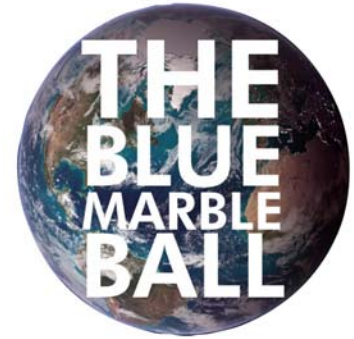


Gala Community Participation Form



Each year the success of the Gala comes from the hard work and dedication of our community of parents, teachers and staff. The Gala raises in excess of 10% of the operational budget and is critical to the mission of the school. As our main fundraising event, the Gala makes possible scholarship and enrichment programs that benefit all students, such as Della Terra, Music on Mondays and the Studio Arts program.

This year we have a goal of *100% community participation*. Please take a moment to let us know how you can help this year. *Please return this form by **March 1st** to the Front Desk.* Additional copies can be obtained on the Gala portion of www.traversechildrenshouse.org

Name: _____

Phone: _____ Email: _____

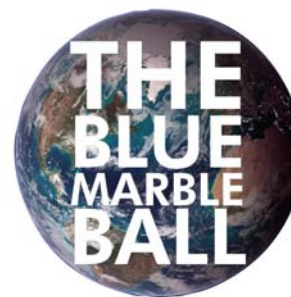
Check all that apply, and then fill in the appropriate section in the following pages:

- Underwrite** a portion of the event
- Place a **Program Ad**
- Volunteer** your time
- Donate** an auction item
- Sell** Raffle Tickets (contact Missy@traversechildrenshouse.org)
- Buy a ticket and **Attend!** (Invitations coming soon!)*

Family Event Underwriting

Underwriting Item	Cost	Benefit	✓
Food	\$2000	Full page program advertisement, signage at the event, 8 complimentary gala tickets, plus a reserved table at the event	
Decorations	\$1500	Full page program advertisement, signage at the event, and 4 complimentary tickets	
Tables & Chairs	\$1000	Full page program advertisement, signage at the event, and 2 complimentary tickets	
Programs	\$500	Full page program ad, signage at the event	
Invitations	\$500	Full page program ad, signage at the event	
Entertainment	\$500	Full page program ad, signage at the event	
Displays	\$300	½ page program ad, name on sponsor page	
Children's Projects	\$300	½ page program ad, name on sponsor page	
Children's Photos	\$200	¼ page program ad, name on sponsor page	
Photographer	\$200	¼ page ad and name on sponsorship page	
½ hour of open bar	\$100	1/8 page ad, name on sponsorship page and name on bar	

Advertising



April 23, 2010

The Gala program is 8.5 x 11 inch with ad sizes listed below. Advertising rates are discounted by 20% to businesses or persons making a donation to the Live or Silent Auctions. Items for the swag bag should fit inside a roughly 12 x 15 inch bag.

Please check one of the following:

- Personal Ad
- Business Ad *If yes, Name of Business* _____

Address _____

City _____ State _____ Zip _____

Contact Name: _____

Phone: _____ Email: _____

Is a donation accompanying advertisement? If so, what is donation? _____

- Discount Rate applies

Mark the correct ad size and rate:

			<i>*Discount with donation</i>
<input type="checkbox"/> Eighth Page	3.875" x 2.5"	\$25	\$20
<input type="checkbox"/> Quarter Page	3.875" x 5"	\$45	\$36
<input type="checkbox"/> Half Page	7.5" x 5"	\$80	\$64
<input type="checkbox"/> Full Page	7.5" x 10"	\$150	\$120
<input type="checkbox"/> Full page Color: inside back and cover		\$500	\$400 (limited availability)
<input type="checkbox"/> Swag Bag item†		\$100	\$80 (includes listing in program)

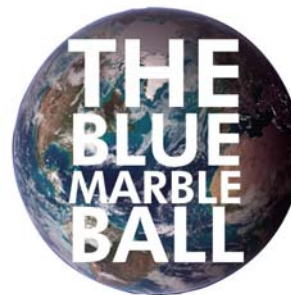
† *Description of Swag Bag Item* _____

Please email artwork and/or questions to robinappleford@charter.net **Ad submissions are due March 23rd.** Example file types are Indesign, Microsoft Illustrator & Word, Photoshop, Adobe Acrobat (.eps, .jpeg, .pdf). For inclusion of swag bag items, please contact Michele Worden at wordenwood@msn.com.

Please send this form to the address below (or fax to 929-9384).



Volunteering



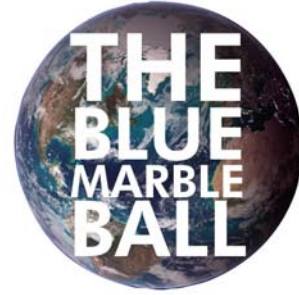
Thanks for your help! This event would not be possible without dedicated volunteers

April 23, 2010

Please put a check by all that apply:

√	Category	Tasks
	Pre-event	
	Marketing	Put up posters around town
	Raffle	Sell raffle tickets
	Silent Auction	Call or visit businesses to ask for donations
		Pick up donations from businesses that already donated
	Work Bees	
	Feb TBD	Swag Bag Construction
	Feb 16 th	Invite Mailing Work Bee
	Feb 23 rd	Paddle Work Bee 8:45 a.m. Parent Room
	April 6 th	Children's Photos Assembly Work Bee 8:45 a.m. Parent Room
	April 13 th	Program Assembly work bee 8:45 a.m. Parent Room
	April 14 th	Silent Auction Display Work Bee 8:45 a.m. Parent Room
	April 20 th	Swag Bag stuffing work bee 8:45 a.m. Parent Room
	Set-up	
	April 21- 23	Set-up of Decorations
	April 22-23	Set-up of Silent Auction tables and area
	April 22- 23	Create/Set up Live Auction displays
	Night of Event April 23rd	
		Silent Auction assistance (questions, pulling tickets)
		Spotter for live auction
		Check-In - Check people into event on laptop
		Checkout - "Close" auction items in computer and close out bidders on laptop; accept payment
	Post Event	
	April 24 th	Cleanup on Saturday 9-12
	April 25 th	Processing and auction close-out Sunday April 25
	Week of April 26 th	Distribute auction items after event

The Children's House 18th Annual Gala Donation Form



April 23, 2010

The Children's House will host its 18th Annual Spring Gala on Friday, April 23rd. The theme for this year's event is "**Blue Marble Ball, A Renewable Affair**". The theme is a celebration of our first year as a certified Green School, and our love of this beautiful planet on which we reside. The cuisine will be delicious and feature a chef-created menu of locally and sustainably grown fare from our regions' bounty. The auction items will focus on the best of Northern Michigan: regional businesses, local artist-painted furniture, and handcrafted specialty and artisan items for sale in our live and silent auctions.

Thank you for donating items for our silent and/or live auctions to our cause!

Donor Name/Firm Name *(as it should appear in the program)*:

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Signature: _____ Email: _____

Description of Donation *(Please include description for auction booklet and any limitations. If available, please provide photos/supporting material for items not present at the time of auction to use for display boards. Photos or business logos can be emailed to blythe@traverserepro.com for inclusion in the web catalog.)*

Item 1: _____

_____ Value\$ _____

Item 2: _____

_____ Value\$ _____

Donations are due by April 9th in order to be recognized in our program!

If you can help with our success, please send this agreement (or fax to 929-9384), along with any certificates to the address below.



5363 North Long Lake Road • Traverse City, MI 49684 • 231.929.9325 • www.traversechildrenshouse.org • gala@traversechildrenshouse.org

The Children's House is a not-for-profit, non-public, tax exempt organization, Tax ID# 38-2536891