



Intercultural Montessori Language School

March 19, 2015

Dear Intercultural Montessori Family,

Intercultural Montessori's 8th Annual Spring Gala and Silent Auction is just around the corner!

On Saturday, May 16, 2015, Intercultural Montessori Language School will be sponsoring our largest fundraising event of the year for a relaxed adult evening of cocktails, hors d'oeuvres and live entertainment. This is the only event during the year that the entire Intercultural community (parents, staff, teachers, board members, alumni families) will gather and enjoy each other's company. It will be held from 6:00 to 10:00 PM at the Crowne Plaza Chicago Metro Hotel - 733 West Madison, Chicago, IL 60661.

We are writing to ask you to support our worthwhile programs with a donation to this year's silent auction, wine auction, sponsorship of our event, and/or placement of an ad in the Gala's program.

SILENT AUCTION

The silent auction will be prominently showcased during the cocktail reception and throughout the evening. Your commitment to Intercultural will be appropriately acknowledged in the Gala program. This auction item donation may come directly from you or from a vendor that you may be associated with personally or professionally. **Please complete and submit the attached donation form by Monday, April 27th to rmclean@interculturalmontessori.org!**

In order to have the most exciting auction possible, **we are requesting items with a minimum fair market value of \$100.** We encourage families to work together to pool resources so that our auction is full of truly spectacular items.

We request items that fall into one of the following 6 categories:

- **Sports/Entertainment/Dining:** Tickets to sporting events; theater/opera/concert tickets; gift cards to restaurants/bars/pubs; etc.
- **Fun/Adventure:** Hotel stays; vacation getaways; amusement park tickets; etc.
- **Home/Family:** Household items; home décor; consultations with decorators/architects; services from craftsmen/contractors; bikes/trikes/other children's toys; etc.
- **Health/Beauty:** Salon treatments; massage packages; manicure/pedicure packages; health and beauty items or baskets; etc.
- **Art/Collectibles:** Original artwork; signed memorabilia; collector's items; etc.
- **From the Classroom:** This category will contain items created by the Intercultural communities.

WINE AUCTION

We will once again be holding the wine auction! Please consider donating one or more bottle(s) of wine (\$20 minimum value) to this exciting event. Last year we had 125 bottles of wine in this auction, please help us achieve a goal of 150 bottles this year! **Please drop off your wine donation to your child's campus by Monday, April 27th!**

(over)



Intercultural

Montessori Language School

AD PLACEMENT

You also have an opportunity to place an ad in the Gala's program. Families may use this media to place an advertisement for their own business or for family members to send a message to their children and/or the teachers/staff at Intercultural. You may also get an advertisement from a vendor that you may be associated with personally or professionally. **Please complete and submit the attached donation form by Monday, April 27th to rmclean@interculturalmontessori.org!**

Program ads are available in the following 3 different sizes:

- **1/4 Page:** \$25
- **1/2 Page:** \$50
- **Full Page:** \$100

EVENT SPONSORSHIP

We gladly welcome anyone who wishes to sponsor our event personally or professionally. **Please complete and submit the attached donation form by Monday, April 27th to rmclean@interculturalmontessori.org!**

Your sponsorship will be acknowledged in this year's program at the appropriate giving level:

- **Bronze:** \$1000 Listing on program + 2 gala tickets
- **Silver:** \$2,500 Listing on program + 6 gala tickets
- **Gold:** \$5,000 Listing on program + 10 gala tickets
- **Platinum:** \$10,000 Listing on program + 20 gala tickets

All Gala proceeds will help Intercultural cover operating expenses that are not fully covered by tuition. If you, your employer, or your business requires documentation for your tax deductible donation, our Business Manager, Kimberly Norwood will be glad to supply any necessary documentation or receipts.

We certainly appreciate your thoughtful consideration of our request and hope you will be able to assist in some way. We also hope that we will see you at the event and enjoy an evening with the entire Intercultural community.

If you have further questions about the Gala in general, including payment or sponsorship questions, please feel free to contact Business Manager Kimberly Norwood at **businessmanager@interculturalmontessori.org**. If you have questions regarding the Silent Auction, Wine Auction or Ad Placement, please contact Administrative Assistant Robert McLean at **rmclean@interculturalmontessori.org**.

And don't forget to buy your tickets for the event at www.events.org/2015interculturalgala!

Sincerely,

Intercultural's Gala Committee



Intercultural

Montessori Language School

8th Annual Gala and Auction

Saturday, May 16, 2015

Please fill out and return this form no later than Monday, April 27, 2015 to rmclean@interculturalmontessori.org.

We will support Intercultural with: Event Sponsoring Auction Item Donation Program Advertising

Contact Information: *Please Print*

Name _____

Company Name _____

Street Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Signature _____ Date _____

Silent Auction Donation

Description of donated Item(s) _____

Please list any restrictions or black-out dates _____

Fair Market Value (*minimum \$100*) \$ _____ Expiration Date (if applicable) _____

Would you like your name/company acknowledged in program: Yes No

This form may serve as a gift certificate

Item/Gift enclosed

Item being sent under separate cover

Other-please explain: _____

All donated items need to be delivered no later than Thursday, May 14, 2015 to either campus:

Oak Park Campus: 301 S. Ridgeland Avenue, Oak Park, Illinois 60302 or **Chicago Campus:** 114 S. Racine, Chicago, Illinois 60607

Program Advertisement

<input type="checkbox"/> ¼ Page	\$25
<input type="checkbox"/> ½ Page	\$50
<input type="checkbox"/> Full page	\$100

Sponsorship Level

<input type="checkbox"/> Bronze	\$1,000	Listing in program + 2 gala tickets
<input type="checkbox"/> Silver	\$2,500	Listing and logo in program + 6 gala tickets
<input type="checkbox"/> Gold	\$5,000	Listing and logo in program + 10 gala tickets
<input type="checkbox"/> Platinum	\$10,000	Listing and logo in program + 20 gala tickets

Advertisement artwork and/or logos for sponsorship listing in the program is due no later than Monday, April 27, 2015.
E-mail logo/artwork to: rmclean@interculturalmontessori.org in .jpg format only.

E-mail Robert McLean at rmclean@interculturalmontessori.org with any questions or concerns about the Silent Auction, Wine Auction or Ad Placement.