



July 31, 2016

Dear Sir/Madam,

Theophany School is pleased to announce our 16<sup>th</sup> Annual Benefit Evening. This year's event will take place on Saturday, October 15, 2016 at St. Demetrios Orthodox Church in Weston. Thanks to the support of so many, last year's event was a great success.

Please help make this year's event another success by becoming a sponsor or by making a donation. We need event sponsors and/or items to offer as prizes for our raffle/auction. Your sponsorship or donation will help us to achieve our goal for this fundraiser.

Theophany School is committed to low teacher/child ratios, affordable tuition, and teaching excellence. In order to keep this commitment to our children and their families we hold an Annual Benefit Evening with a goal of raising \$50,000. Approximately 300 guests are expected at this event.

This year Theophany School is celebrating its twentieth year of educating children from the Boston area. Our small class sizes and child-driven curriculum allow us to educate the whole child, thereby cultivating each child's strengths, and encouraging them to be independent thinkers and thoughtful members of our School, their families, and their communities. Alumni parents return to tell us how their child's preschool and kindergarten education prepared them to excel in all aspects of their continued school experiences.

If you have any questions, please do not hesitate to call the School at 781-444-3058 or contact us via email at [theophanyschool@gmail.com](mailto:theophanyschool@gmail.com).

We thank you in advance for your generosity.

On Behalf of the Annual Benefit Evening Committee,

Alexis El Massih, Mary Magoon, Kate Economopoulos  
Annual Benefit Chairs

Theophany School is a non-profit 501(c)(3) corporation.



## THEOPHANY SCHOOL

# *16<sup>th</sup> Annual Benefit*

SATURDAY, OCTOBER 15, 2016 AT 5:00PM

## SPONSORSHIP OPPORTUNITIES

### **PLATINUM SPONSOR**

**\$5,000**

- Premier seating for a table of 10 guests
- A bottle of champagne
- Premier name recognition in the auction catalogue & a full page advertisement in the event program book
- Verbal name recognition by the master of ceremonies
- Logo displayed on the Theophany School website Sponsorship Thank You page following the event
- Signage and television logo display in a prominent location at the event
- Personally engraved name plate on Theophany School plaque to be displayed at Theophany School

### **GOLD SPONSOR**

**\$2,500**

- Premier seating for 6 guests
- Premier name recognition in the auction catalogue & a half page advertisement in the event program book
- Logo displayed on the Theophany School website Sponsorship Thank You page following the event
- Personally engraved name plate on Theophany School plaque to be displayed at Theophany School

### **SILVER SPONSOR**

**\$1,500**

- Tickets for 4 guests
- A half page advertisement in the auction catalogue
- Logo displayed on the Theophany School website Sponsorship Thank You page following the event

### **BRONZE SPONSOR**

**\$500**

- Tickets for 2 guests
- 1/4 page advertisement or name recognition in the auction catalogue

## **UNDERWRITING OPPORTUNITIES**

If you would like to support Theophany School's 16<sup>th</sup> Annual Benefit by contributing to the evening's entertainment, dinner, and décor, please contact Alexis El Massih by phone at 781-444-3058, or by email at [theophanyschool@gmail.com](mailto:theophanyschool@gmail.com) for underwriting opportunities. Your name and signage will be advertised in the auction catalogue and the 16<sup>th</sup> Annual Benefit program book.



THEOPHANY SCHOOL

*16<sup>th</sup> Annual Benefit*

SPONSORSHIP FORM

Yes! We support Theophany School's 16th Annual Benefit Evening! Please recognize our sponsorship at the following level:

___ Platinum Sponsor	\$5,000
___ Gold Sponsor	\$2,500
___ Silver Sponsor	\$1,500
___ Bronze Sponsor	\$500

**Please list our company in the event materials, press releases, and website as follows:**

---

**Company Contact Information:**

COMPANY NAME \_\_\_\_\_

CONTACT \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**Theophany School is a non-profit 501(c)(3) organization. Theophany's Federal Tax ID # is 04 – 3365676.  
Thank you for Your Generous Support!**

**Please email this form to [theophanyschool@gmail.com](mailto:theophanyschool@gmail.com) or mail it with your contribution made payable to:**

Theophany School  
16<sup>th</sup> Annual Benefit  
754 Greendale Avenue  
Needham, MA 02492



THEOPHANY SCHOOL

16<sup>th</sup> Annual Benefit

754 Greendale Avenue, Needham, MA 02492
Phone: 781-444-3058 website: http://theophanyschool.org
Email: theophanyschool@gmail.com

DONATION FORM

DONOR/S NAME: \_\_\_\_\_

CONTACT NAME (full name please): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

Value of Total Donation: \$ \_\_\_\_\_
Donor is responsible to comply with IRS regulations.
Theophany's Federal Tax ID
04 - 3365676

Cash Donation: \$ \_\_\_\_\_ Check Enclosed (payable to Theophany School)

DEADLINE FOR ITEMS TO BE LISTED IN THE AUCTION CATALOG IS Sept 30, 2016

Item: \_\_\_\_\_

Item Description: (Please provide complete details, ie: quantity, size, color, number of rooms, number of persons per night, price per item, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Expiration Date/Restrictions \_\_\_\_\_

Unless otherwise specified, all donations are understood to be valid for one year from the Auction date.

Please check all that apply:
[ ] Brochure/Menu/Marketing Material Enclosed
[ ] I will deliver my item by (date): \_\_\_\_\_
[ ] Waiting for \_\_\_\_\_
[ ] Item Only
[ ] Gift Certificate Only
[ ] Item & Gift Certificate
[ ] Please make a gift certificate

Solicited by: \_\_\_\_\_



THEOPHANY SCHOOL

16<sup>th</sup> Annual Benefit

PROGRAM BOOK ADVERTISING CONTRACT

BUSINESS NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ POSITION \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

I would like to support Theophany School with the following advertisement in the 16<sup>th</sup> Annual Benefit program book:

- Inside Cover Back 5 1/2" x 8" .....\$250
- Full Page 5 1/2" x 8" .....\$175
- Half Page 5 1/2" x 4 1/4" .....\$100
- Business Card.....\$75

ARTWORK SPECIFICATIONS

- **Important Note: Please provide camera-ready artwork in the following format: hi-res PDF, TIFF, JPG, GIF or contact Alexis El Massih.**
- **All ads will be in black and white, as should artwork. Page size is 4.25" x 5.5" with .5" borders.**
- **Email advertising copy to theophanyschool@gmail.com.**
- **If copy is not provided, the school may use the advertising space purchased by the advertiser to display the name and address of the advertiser.**
- **Proofs will not be provided.**

Theophany School is a non-profit 501(c)(3) organization. Theophany's Federal Tax ID # is 04 - 3365676. Deadline to be included in the 16<sup>th</sup> Annual Benefit program book is Sept 30, 2016!

Submit your payment along with this form to:

Theophany School  
Annual Benefit Advertising  
754 Greendale Avenue  
Needham, MA 02492

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_