



2018 Donation Request Letter
Through, Inc. – September 22, 2018

Dear Friend of Through, Inc.:

Through, Inc. hopes that you will take a few moments to read about our upcoming event and decide to participate by donating to our festival.

On September 22, 2018, we will be hosting our 5th Annual Community Fall Festival. This event will consist of family games, vendors, hay rides, Chinese auction, and community togetherness. We anticipate approximately 600 guests at this function. All funds raised at this event will go toward expanding our programs to benefit the residents of Blair County including free health clinic and family counseling.

To make this event as exciting and extravagant as we hope, we need your help! Please consider supporting our event by donating gift certificates, merchandise, or services to our Chinese auction or by being a corporate sponsor! Businesses donating to the auction will receive community exposure and advertising. Your company name, address, phone number, and donation will be listed in the auction signage that will be displayed at our event. Corporate sponsors will be displayed on t-shirts, yard signs, and/or on Facebook (see backside of paper for full benefits). Your donation is tax deductible, and we would be happy to provide our Tax ID number upon your request.

For ease of setup, we must receive all donated items by Monday, September 17, 2018.

If you have any questions, please do not hesitate to contact us.

Thank you in advance for considering our request and for supporting Through, Inc.

Best regards,

The Fall Festival Planning Committee

Corporate Sponsor Levels and Benefits

Please check your sponsorship level

(donations can be given via check to Through, Inc., cash, or PayPal at through4life@gmail.com)

☐ **Gold Level \$200**

In return for your gift, your business will receive:

- Advertising on Through, Inc.'s Facebook page and website
- Your name listed in large font on event t-shirts
- Full-size ad on yard sign displayed at event (18x24)

☐ **Silver Level \$100**

In return for your gift, your business will receive:

- Mention on Through, Inc.'s Facebook page and website
- Your name listed in medium font on event t-shirts
- Half-page ad on yard sign displayed at event (18x12)

☐ **Bronze Level \$50**

In return for your gift, your business will receive:

- Your name listed in small font on event t-shirts
- Quarter-page ad on yard sign displayed at event (6x12)

Silent Auction Donation Form

Information provided below will be listed with auction items

Donor Representatives Name: _____

Donor Company Name: _____

Mailing Address: _____

Physical Address: _____

Email: _____

Phone Number: _____

Description of item(s) or service(s) being donated:

Approximate Retail Value: _____

Thank you for your support!

All items with above form should be dropped off at Through, Inc. by September 17, 2018.

If you need us to pick up your item(s), please contact us, at the email below, for arrangements.