



Birchwood School
of Hawken



International Festival & Auction December 2, 2017

October 2017

To Whom It May Concern:

Birchwood School of Hawken will hold its **23rd Annual International Festival and Auction** on Saturday, December 2, 2017. Hosted by the BWSH Parent Committee, the event is Birchwood's single largest fundraiser of the year, with proceeds benefiting: academic competition fees, teacher professional development and an annual fund-a-need project that, in the past, has benefited visual and performing arts programs, our library, in-room air conditioning, performance risers, and more. It is also a great afternoon filled with international foods, live and silent auctions, raffles, music, and children's activities. Approximately 200 participants join us every year.

Established in 1984, Birchwood was founded by Cleveland parents and educators who believed world-class education should be available to all students regardless of socio-economic situation. In the ensuing 33 years, the school has received regional and national attention for its academics and its character education. Here, we believe that talent is a gift but character is a habit. We remain one of only two private, secular schools housed in the City of Cleveland, and, ultimately, we are dedicated to staying here. The IFA is integral to our financial ability to do so, and thus we ask you to join us. **Please donate an item for auction and/or take an ad in our program book.**

Birchwood School of Hawken is a certified 501(c)(3) non-profit educational institution, making the value of your donation tax deductible to the extent allowable by law. So, in addition to supporting world-class education for Cleveland kids, your company receives a tax deduction! Carol Mann, Event Chair, at IFACHAIR@birchwoodschool.org, Celeste D'Souza, BWSHPC Co-Chair, at cdsouza@birchwoodschool.org, or Greg Gordon, BWSHPC Co-Chair, at gordon@birchwoodschool.org.

Thank you for your consideration.

Sincerely,

Birchwood School of Hawken Parents Committee
parentcommittee@birchwoodschool.org



Birchwood School of Hawken



International Festival & Auction

23rd Annual International Festival & Auction

Saturday, December 2, 2017

Yes, I will help support the students of Birchwood School of Hawken!

Contact Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

Email: _____

Program Book Ad (Deadline November 13, 2017)

Business Card B&W (4.5" w x 2.5" h): \$ 25

Half Page Ad B&W (4.5" w x 3.75" h): \$ 75

Full Page Ad B&W (4.5" w x 7.5" h): \$150

Full Page Ad Color (4.5" w x 7.5" h): \$250

My advertising copy is enclosed.

Please contact me about designing my ad copy.

My check is enclosed.

Please invoice me.

Ads can be emailed to IFAchair@birchwoodschool.org. JPG format in a minimum 600 dpi.

Auction Item Donation

Gift Certificate is enclosed for _____ (item) with a value of \$ _____.

_____ (item) is enclosed with a value of \$ _____.

Please contact me about having an item picked up.

Cash Donation enclosed of \$ _____.

(Please make checks payable to Birchwood School of Hawken.)

I cannot contribute this year, but please contact me again next year.

Mail donations, ad details and/or payments to:

Birchwood School of Hawken, Attn: IFA, 4400 West 140th St, Cleveland, OH 44135

Please contact the IFA Committee at 216-251-2321 with any questions or for more information.

Thank you for your generous support!