



Wednesday, September 9, 2024

Mary Farmar PTG Fall Festival
901 Military W
Benicia, CA 94510
maryfarmarptg@gmail.com

Dear Sir/Madam,

I am writing to you on behalf of the Mary Farmar PTG to request your support of our upcoming Farmer's Market at the Fall Festival. This will be a very special community building event and fundraiser to raise money for the Mary Farmar PTG. The Fall Festival is being held on October 21 at Mary Farmar Elementary in Benicia.

The Fall Festival supports the PTG and all we do, including funding field trip transportation, ensuring all grades have art and music in the classroom, making sure there is adequate playground equipment for the students, and holding community building events throughout the school year.

We are hoping this year's event will be a tremendous success, raising over \$5000 for the PTG through our silent auction, which will help fund programs such as Family Steam Night, school wide assemblies and our holiday Books & Blankets events.

We hope you will join us in supporting our cause through a donation from your business.

Whether it is a service or a physical item, we know it would be a wonderful addition to our silent auction and would enhance the dollars that we are able to raise.

In return for your donation, we would like to offer your business the following promotional consideration:

- Recognition in our pre-auction flyer
- Recognition on auction item signage
- Recognition on the Mary Farmar PTG Website
- Recognition on the Mary Farmar PTG Social Media Sites

If you are interested in participating, please complete the enclosed donation form and return it via email, or in the envelope provided, by **October 13**. Please keep a copy of the form as a receipt for your records.

Thank you very much for your consideration of our request. Please feel free to contact me at maryfarmarptg@gmail.com if I can be of any assistance.

Sincerely,

Cat Williams
PTG President
Mary Farmar PTG

The Mary Farmar PTG is a registered 501.c.3. Our Tax ID# is: 87-2055813

Mary Farmer PTG Fall Festival

901 Military W • Benicia, CA 94591 • Email: maryfarmerptg@gmail.com

2023 DONATION FORM

(Please type or use blue or black pen)

Committee Member	NAME:	PHONE:
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Donor Information:

BUSINESS/DONOR NAME – FOR CATALOG: (As it should appear in catalog)

DONOR CONTACT NAME:

DONOR ADDRESS:

PHONE

CITY:

STATE:

ZIP:

EMAIL (This is how we will send you your receipt. Please Print Clearly)

Item Information:

ITEM:

ESTIMATED DOLLAR VALUE:

ITEM DESCRIPTION – INCLUDE QUANTITY, SIZE, COLOR, NUMBER OF PERSONS, DAYS/NIGHTS AND ALL RESTRICTIONS:

MARK APPROPRIATE BOX:

- Delivery of item by Donor Donor provides Certificate
 Item needs to be picked up Committee to create Certificate
 Promotional material provided by Donor

SIGNATURE

DATE:

For office use only:

TRACKING NUMBER:

NOTES:

PLEASE RETURN YOUR DONATION FORM BY OCTOBER 13



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