

## **VOLUNTEER INFORMATION SHEET**

### **VOLUNTEERING**

We are always grateful for your help in making Prep events such a success, and we thank you in advance for your support.

The PPA Fashion Show consists of many areas, mainly – solicitation, fashion show, decoration/set-up, 50/50 raffle, basket wrapping, and day-of staff (registration tables, raffle ticket sales, and ushers).

### **THE W'S...AND H OF GIFT SOLICITATION**

#### **WHO** can I solicit?

Just about anyone! Feel free to ask your local stores, salons/spas, restaurants...even bank!

#### **WHAT** should I ask for?

Donations can range from gift baskets to gift certificates for dinners, services or merchandise purchase. *\*Try to ask for a minimum of \$25 for restaurant gift certificates.*

#### **WHERE** do I solicit?

It is ideal that you approach businesses in your area or workplace. Perhaps you work in the fashion industry or retail. A nice in-season merchandise would be great!

#### **WHEN** should I start soliciting for donations?

NOW! ☺ Businesses who can be solicited for passes and tickets typically ask for 2-3 months notice, so if you have that favorite theme park, theater or Broadway show to solicit...do it NOW!

#### **HOW** can I get started?

Visit [www.spprep.org/fashionshow](http://www.spprep.org/fashionshow) and print out the following documents: solicitation letter, donation/ad form, and a tax-exempt form. Make several copies to leave with vendors, and feel free to insert your personal note when sending to your potential donor through mail.

**Gift donations should be submitted to the Office of Special Events by October 17, 2016** located in Shalloe Building on the 3<sup>rd</sup> floor. You may also give it to any committee members or co-chairs that live around your area (drop off locations will be provided). Some donors may choose to send it to Prep directly.

## SPONSORSHIP OPPORTUNITIES

All sponsorships are tax-deductible, and are a great way to not only support the mission of Saint Peter's, but also to gain exposure to the Prep community.

### **Runway Sponsor - \$2,500** (1 available)

- Signage along the runway and prominent listing in the Journal as title sponsor of the runway
- Two tables for 10 on the runway
- Two complimentary raffle ticket pre-packs
- Name/Logo on promotional items, advertising and spprep.org
- Full color ad on the back cover of the Fashion Show Journal

### **Tricky Tray Sponsor - \$1,500** (1 available)

- Signage at basket preview and prominent listing in the Journal as title sponsor of the tricky tray
- Table for 10 on the runway
- One complimentary raffle ticket pre-pack
- Name/Logo on promotional items, advertising and spprep.org
- Color ad on the inside front or back cover of the Fashion Show Journal

### **Bar Sponsor - \$1,000** (1 available)

- Listing on event signage and in the Journal
- Two tickets to the Fashion Show and Luncheon
- Name/Logo on promotional items, advertising and spprep.org
- Full page color ad in the Fashion Show Journal

### **Decorations Sponsor - \$500** (5 available)

- Listing on event signage and in the Journal
- Name/Logo on promotional items, advertising and spprep.org
- Half page color ad in the Fashion Show Journal

### **Sponsor a Jesuit or Faculty Guest - \$65**

- Underwrite the cost of Jesuits, faculty and special guests attending the Fashion Show

## JOURNAL ADVERTISEMENT

When purchasing or soliciting an ad, please keep in mind these two important factors:

- All ads should be submitted in the specified format noted on the invitation and ad forms.
- **All ads should be submitted by the deadline date – October 18, 2016.** This will allow us time to design, format and print the journals for the day of event. It will also assure that the ad will be included in the journal.

## DROP-OFF LOCATIONS

### **Bergen County**

Denise O'Brien - [the4obriens@optonline.net](mailto:the4obriens@optonline.net)  
Fairlawn, NJ

### **Hudson County**

Lisa Franconeri – [lmfranconeri@aol.com](mailto:lmfranconeri@aol.com)  
Bayonne, NJ

### **Monmouth County**

Kathy Verdi - [Kgpv1969@gmail.com](mailto:Kgpv1969@gmail.com)  
Manasquan, NJ

### **Union County**

Kathleen Curran - [kcurran0415@yahoo.com](mailto:kcurran0415@yahoo.com)  
Cranford, NJ

### **Saint Peter's Prep**

Dalma Santana – [santanad@spprep.org](mailto:santanad@spprep.org)  
Office of Special Events – 3<sup>rd</sup> Floor - Shalloe Hall – Room 313-315

## CONTACT US AT FASHIONSHOW@SPPREP.ORG

### **2017 PPA Fashion Show Co-Chairs**

Kathleen Curran, P'18  
Lisa Franconeri, P'18  
Denise O'Brien, P'21  
Kathy Verdi, P'18

Ms. Dalma Santana  
Director of Special Events and Parent Relations