



11<sup>th</sup> ANNUAL GALA & AUCTION  
Event Date: March 25, 2023  
**Corporate Donation Letter**

Dear Local Business,

Established in 1975, Woodland Hills Private School (WHPS) is a private preschool and elementary school accredited for its academic excellence and recognized for its positive influence in the community. The Parents at WHPS (PAWS) is a non-profit 501(c)3, self-directed group of parents who work together with our business community, parents, teachers and administrators to provide additional enrichment programs to the WHPS students, as well as facilitating community outreach programs that the children can participate in. We accomplish this through community fundraisers and special events.

On behalf of PAWS and WHPS, we are reaching out to the community and asking for your support for our biggest fundraiser of the year— our Annual Gala & Auction, which will be held on Saturday March 25, 2023. This festive event will be attended by many of our 350 families, and the proceeds will be used to continue our tradition of enrichment and excellence at Woodland Hills Private School. We kindly ask for a donation that you or your company may be able to provide, such as an in-kind service, merchandise, or gift certificate. By supporting our Silent and Live Auction event, your generosity will be acknowledged in the following ways:

- Bronze - \$50-\$249 – monetary donation or item(s) of similar value
  - Inclusion in our monthly digital newsletter with link to landing page of your choice
  - Logo (or name) featured in our online catalog and on auction display at the event
  
- Silver - \$250-\$499.99 – monetary donation or item(s) of similar value
  - Bronze Plus:
  - Silver Sponsor Banner Designation
  - 1 social media call-out, on Facebook and Instagram
  - Digital banner on PAWS website virtual event page (rotating banners) through the month of March
  - Printed banner to be displayed prominently at the school until the end of the school year
  
- Gold - \$500-\$999.99 – monetary donation or item(s) of similar value
  - Silver plus:
  - Special Gold Sponsor Designation
  - Additional social media call-out (2 total)
  - Digital banner on homepage of PAWS website through the month of March (rotating banners)
  - Logo(or name) on rotating digital display inside the event
  - Gold Designation printed on Sponsor Poster displaying Logo(or name) at the gala event
  
- Platinum - \$1000 (+) – monetary donation or item(s) of similar value
  - Gold plus:
  - Special Platinum Sponsor Designation
  - Platinum Designation printed on Sponsor Poster displaying Logo(or name) at the gala event
  - Logo(or name) on rotating digital display inside the event
  - Special introduction and thanks at the live portion of the event

If you can support our event, please fill out the form below and email it to [events@whpspaws.com](mailto:events@whpspaws.com). Donations can be emailed, sent to the address below or arranged to be picked up. You can also sponsor monetarily for the above packages. Please email us and we will send you a link that you can make donations through. **All donations must be submitted no later than March 10, 2023.** Please feel free to email us with any questions you may have. We thank you very much for your generosity and support!

Sincerely,  
PAWS Auction Committee

*Please complete the information below as you would like it to appear in the event program*

*Please send to PAWS Auction Committee – 22555 Oxnard St., Woodland Hills, CA 91367 or email to  
events@whpspaws.com*

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

Donation Description: \_\_\_\_\_ Estimated Retail Value \$ \_\_\_\_\_

Details for Event Program \_\_\_\_\_  
\_\_\_\_\_

Restrictions, if applicable (i.e. expiration date, time limits, age, black-out dates, # of participants if hosting a group event, etc.) \_\_\_\_\_

Please list the donor in the program as follows: \_\_\_\_\_

Item or certificate attached       Please create a certificate       Please contact for pick-up

Item or certificate will be sent prior to event date – send to:

PAWS Auction Committee, 22555 Oxnard St. Woodland Hills, CA 91367

Logos for signage should be delivered as a JPEG or TIFF image. For questions regarding logos, or to send your image, please email events@whpspaws.com