

**11.3.18**



## **WESTMINSTER SCHOOL 5K**

Westminster School  
TAX ID# 54-0795756

Dear Friend of Westminster School,

**We cordially invite you to participate as a Sponsor of Westminster School second annual 5K Walk and Run.** This event will raise money to benefit the Westminster School programs and support learning and enrichment opportunities for students and teachers. It is also **an opportunity for you to promote your business or honor your family** as a supporter of Westminster School's mission to present challenge, build character, and instill confidence in our young people. The Westminster School 5K will be held on Saturday, November 3, 2018 at Westminster School in Annandale, Virginia. The event will kick off at 9:00 a.m. with the 5K Run/Walk featuring the Westminster School mascot, Grizzie. The 1K will start at 9:30 a.m. Awards will be given for top qualifiers of the 5K.

**Your sponsorship helps to defray the cost of organizing the event.** Funds received from sponsorships are used to purchase t-shirts for registered race participants, fund awards, and provide complimentary drinks and snacks for each race participant. **Any additional money from sponsorships will go toward our event fundraising goal of \$20,000.**

There are various levels of sponsorship for the Westminster School 5K. Size and placement of logos on t-shirts and web site are based on sponsorship level.

### **Platinum Level Sponsor--\$2000**

- Listed as top sponsor on web site with logo and link
- Prominent display of logo on all race t-shirts
- Promotional materials in race packet
- 6 foot table + 2 chairs
- Special PA announcements mentioning sponsor name during and after the race
- Company name on finish line break tape
- Kilometer Marker Sponsor
- 3 complimentary race entries

**Gold Level Sponsor--\$1000**

- Listed as sponsor on web site with link
- Company logo on back of race t-shirt
- Promotional materials in race packet
- 6 foot table + 2 chairs
- Special PA announcements mentioning sponsor name during and after the race
- Kilometer Marker Sponsor
- 2 complimentary race entries

**Purple Level Sponsor--\$500**

- Listed as sponsor on web site with link
- Company logo on back of race t-shirt
- Promotional materials in race packet
- 6 foot table + 2 chairs
- 1 complimentary race entries

**Green Level Sponsor--\$250**

- Listed as sponsor on web site and in quarterly newsletter
- Promotional materials in race packet

**Kilometer Marker Sponsor--\$150 each**

- Company name will appear on one mile marker sign, which will be prominently displayed at the 1st, 2nd, 3rd, 4th kilometer marker.

**Water station Sponsor-- \$100**

- Company name will appear on a prominently located sign at water station

Thank you in advance for your consideration of becoming a Westminster sponsor. **Attached you will find the sponsorship form, which can be completed and submitted by mail.** Feel free to call or email Gildas Le Moigne, Director of Development, to set up sponsorship or answer any questions. Mr. Le Moigne can be reached at (703) 256-3620 or [glemoigne@westminsterschool.com](mailto:glemoigne@westminsterschool.com).

Sincerely,

Gildas Le Moigne



Director of Development and Race Director  
[glemoigne@westminsterschool.com](mailto:glemoigne@westminsterschool.com)

# Westminster School 5K Sponsorship

November 3, 2018 at Westminster School

TAX ID# 54-0795756

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact person: \_\_\_\_\_

Contact email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Web site address: \_\_\_\_\_

1. Sponsorship level (*please circle*):       Platinum       Gold       Purple       Green

Water Station       Kilometer marker

2. We plan to send materials/giveaways for the participant bags:       Yes       No

If yes, what item would you like us to include: \_\_\_\_\_

3. Sponsors can choose to have company name listed or submit a logo. Please write your company name exactly how you'd like it to appear on web site, signage, etc.:

\_\_\_\_\_

Artwork and logos should be submitted to [glemoigne@westminsterschool.com](mailto:glemoigne@westminsterschool.com) as follows:

- Logos for t-shirts **will be printed only in one-color and** should be submitted as hi-res (300 dpi) JPEG or EPS files. Most Photoshop and Illustrator files can also be accepted.
- Logos for signage should be submitted as hi-res (300 dpi) JPEG or EPS files. Most Photoshop and Illustrator files can also be accepted.
- Logos for web site should be submitted as 72 dpi JPEG or PNG files.

4. Participants can register for the Westminster School 5k at [westminsterschool5k.itsyourrace.com/register/](http://westminsterschool5k.itsyourrace.com/register/)

5. Checks can be made payable to Westminster School and mailed to: 3819 Gallows Road, Annandale, VA 22003

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