



To Whom it May Concern:

We are writing to request your support of the Playhouse on Park's 11th Anniversary Fundraising Party scheduled for Saturday, June 27 at 7:00pm. Due to unprecedeted times, we are taking our event, Encore! A Playhouse on Park Fundraiser: *"Opening Our Doors"* virtual this year! Various members from the Playhouse staff, board and performers from past productions open their doors and invite you inside their homes as we raise money to support Playhouse on Park. We want to be sure that once we are able to produce work again, we are able to open our doors and welcome you back.

A major component of this event is a **silent auction** that will be launched several days prior to the virtual fundraising party and will end on June 27. This year's auction will focus on items for the home or activities at home, i.e. beer, wine and spirits, tools for around the house, kitchen appliances, artwork, toys, beauty products, furniture, online fitness, cooking, music, etc. Other areas of interest are items that would support the community, such as restaurant certificates, store certificates, etc.

Can you help? Would you be willing to donate an item towards our event?

We can provide you with a tax receipt for your contribution and of course, you or your business will be acknowledged on the online auction platform, on the Playhouse on Park website and in the digital program book.

Now completing its 11th season, Playhouse on Park is West Hartford's own renowned professional theater, offering a wide range of thought provoking, inspiring and thoroughly enjoyable productions that leave audiences often smiling, sometimes crying, and always talking about what they have just experienced.

Playhouse on Park is a 501(c)3 non-profit organization managed under the direction of Playhouse Theatre Group, Inc. Located in an intimate theater on Park Road, among numerous family owned businesses and restaurants, Playhouse Theatre Group, Inc is dedicated to:

- providing quality entertainment at affordable costs to as broad an audience as possible
- providing opportunities for professional, emerging & community artists
- offering educational & outreach programs through educators and visiting & residential artists
- collaborating with other area arts organizations
- being fiscally responsible & accountable at all times
- being an integral member of the West Hartford community

We would be happy to pick up your item, or you can mail it or drop it off at the theatre by Friday, June 12.

Thank you for consideration and please reach out to Liz Reynolds with any questions:
SpecialEvents@PlayhouseTheatreGroup.org or 860-523-5900 ext. 15.

Sincerely,

A handwritten signature in black ink that appears to read "Betsy Udal".

Betsy Udal, Encore! Chair

A handwritten signature in black ink that appears to read "Tracy L. Flater".

Tracy Flater, Co-Founder / Executive Director

Auction Donation Agreement Form

Encore! A Playhouse on Park Virtual Fundraising Party: "Opening Our Doors"

Yes, I/we wish to make a tax-deductible donation, including the below described item to be offered/used at *Opening Our Doors* to benefit Playhouse on Park, a non-profit arts organization in West Hartford.

Benefits:

- Listing as event donor on the online auction platform
- Listing as event donor on the Playhouse on Park website
- Listing as event donor in the digital program book

The undersigned donor hereby agrees to donate to Playhouse on Park the following described item:

Donor _____ Cell Phone _____ Email _____

Contact Person _____ Title _____

Address _____ City _____ State _____ Zip _____

Description of Donation _____

Donor-estimated value \$ _____

Exact wording of Donor's name for promotion _____

Donor's Signature _____ Date _____

Solicited by _____

If the donated item needs to be picked up/delivered at a later date please indicate specifics here:

Contact information

SpecialEvents@PlayhouseTheatreGroup.org Phone/860-523-5900 ext 15

Playhouse on Park, 244 Park Road, West Hartford, CT 06119

Organization/Event information: www.PlayhouseOnPark.org

THANK YOU FOR YOUR SUPPORT!!