

To whom it may concern:

Our Grade 12 Business Leadership classes at St. Augustine C.H.S., are currently working on a practical project that requires us to plan, organize, and host a Business Banquet for 250 guests titled '*Growing in Gratitude.*' This unique project experience allows us to apply skills of management to real-life business situations, and provides us the opportunity to network with various organizations in different industries. Through collaboration, we will experience firsthand the daily operations of an event planning company.

The event will be taking place on December 13th, 2023, from 5:30 p.m. – 10:30 p.m. The evening will consist of inspirational guest speakers, captivating entertainment, a delectable full-course meal, and exciting raffle draws, in which all proceeds will be donated to the *Canadian Cancer Society*. This foundation was chosen by us because many of our family members and friends are currently fighting cancer, or have been affected by it. Given the personal connection to the foundation, this project is very meaningful to us and will be working diligently to ensure its success.

In our effort to donate as much money as possible to the Canadian Cancer Society, we are seeking sponsorships to minimize expenses and are reaching out for the following items:

- **Room Decor:** Our creative vision for this event is to transform our cafeteria into a breathtaking, awe-inspiring space, with decorations to fit our theme.
- **Table Decor:** Decorating the tables with colourful and creative centerpieces will help make our vision come to life. Items such as chair covers, table linens, and place settings will add to the visual appeal of each table.
- **Food:** We will be offering a full-course meal, including appetizers, an entree, dessert, and drinks.
- **Printing:** We are in need of items to be printed such as invitations, labels, banners, posters and programs.
- **Raffle Prizes:** Raffle tickets will be sold for a chance to win prizes. All proceeds from the sales will go to the Canadian Cancer Society.
- **Unexpected Expenses:** Monetary donations are greatly appreciated to assist in the payment of costs not listed above.

To show our appreciation to all of our sponsors, we will acknowledge contributions in the following ways:

- Verbal recognition in the Emcee speech
- Listed in our evening program distributed to all guests
- Displayed on a slideshow presented throughout the night
- Printed on labels for items such as raffle prizes and food
- At the promotional table where guests can collect items provided by sponsors (i.e. business cards, brochures, pamphlets, coupons, and other promotional items)

Any contributions you can make to this special event will be greatly appreciated. If there are any questions, or you require additional information about the project specifications, you may contact our teacher, Ms. Vanessa Giannantonio, at (905) 887- 6171, or by e-mail at vanessa.giannantonio@ycdsb.ca.

We thank you for your time and consideration and look forward to whatever support you can provide.

Sincerely,

The Grade 12 Business Leadership Class



**St. Augustine
Catholic
High School**

2188 Rodick Road
Markham, Ontario
L6C 1S3

Telephone
(905) 887-6171

Fax
(905) 887-6163

Website:

stau.ycdsb.ca