

March 20, 2024

To whom it may concern,

The church's fall festival is quickly approaching, and preparations have begun! We are excited about the growth of the festival over the last seven years. As you all know, the success of the festival depends on the participation of everyone in the parish, so we thank you for all the hard work you've put in.

Once again, we need your whole-hearted efforts in obtaining sponsorships for the festival. These sponsorships help to cover the church's costs to run the festival. Every parishioner is asked to make at least four attempts to obtain sponsorships. Sponsorships can come from individuals (for example, "In honor of St. Clare" or "In Loving Memory of ____ ") or they can come from businesses. Small businesses that you patronize regularly are a great place to start (your vet, plumber, dentist, eye doctor, favorite restaurant, etc). Assumption Academy or Our Lady of the Sacred Heart Academy families who turn in a minimum of two sponsorships will have the amount of the sponsorships obtained counted toward their fundraising obligation for the 2023-2024 academic year.

To review the list of last year's 2023 festival sponsors see our website at www.assumptionfestival.org/.

- July 15th 2024 - Sponsorships obtained by the respective families on the 2023 list are reserved only if they have contacted the Sponsorship Lead, Matthew Brislin by this date to inform him that the family will be attempting to obtain the sponsor again for the 2024 festival. (See bulletin board in basement for updates)
- August 10th 2024 - Any 2023 sponsorship not obtained by this date will at this time will not be reserved and will be handled by the administrator or festival committee. (See bulletin board in basement.)
- September 1st 2024 - Sponsorships must be obtained by this date for opportunity for sponsorship to go towards fundraising goal.

You may monitor your soliciting efforts and see if any businesses you've approached have mailed in sponsorships by checking in with Matthew Brislin at assumptionfestivalsponsorships@gmail.com for an active list or see bulletin board in basement. This list will be updated on a weekly basis.

Some of you may be wondering exactly how to approach a business to ask for a sponsorship. A soliciting letter and a colorful flyer with information are provided to assist you. Ask for the owner or manager. Give them the letter and flyer. An example of what to say is, *"My children's school is having a festival to raise money for our school in September, and we are looking for sponsors. There are more details in this letter."* Talk about the different sponsorship options while they look over the letter and flyer. They may or may not give you an answer on the spot. Follow up calls may be necessary, so keep a record of who you spoke to and their contact information. Ask for their business card. Any questions you can't answer should be directed to the phone number listed at the bottom of the letter you gave them.

When you obtain a sponsorship, have them fill out a sponsor information form. Sponsorships may be mailed into the church's address or may be collected by you. Sponsorships you collect can be turned in to the school office, dropped in the slot in the cry room, or given to Matthew Brislin. He can be reached at 570-228-9767 or assumptionfestivalsponsorships@gmail.com. Also, he can be reached if you should you have any questions regarding sponsorships. Additional forms, letters and flyers can also be gained by reaching at to Matthew Brislin or seeing festival table between masses.

A large undertaking is made possible when a dedicated group of people work together, and each fulfill their tasks diligently. Thank you again for all your hard work in the past years. With your continued help, this year can be the most successful festival yet!

Sincerely,
The Festival Committee