

*Mad Hatter's Ball*  
 MIR Spring Gala & Auction  
 DONATION FORM

Montessori  
 IN REDLANDS

**Send form and items to:**

Montessori in Redlands  
 c/o Jessica Bailiff  
 1890 Orange Avenue  
 Redlands, CA 92373

Phone: 909-793-6989  
 Fax: 909-335-2749  
 Email: [jbailiff@mir.org](mailto:jbailiff@mir.org)

**Your Information**

ORGANIZATION			CONTACT NAME		
ADDRESS					
CITY	STATE	ZIP	PHONE		
FAX		E-MAIL			
HOW SHOULD YOUR ORGANIZATION NAME APPEAR IN THE PROGRAM?					

**Donation Description**

DETAILED INFORMATION OF ITEMS OR SERVICES BEING DONATED	VALUE OF DONATIONS
	\$

Please provide your donation form and item on or before **Monday, February 11, 2019.**

Thank you for your generous support of the MIR Spring Gala & Auction.  
 Montessori in Redlands | Tax ID #95-3036995



# Mad Hatter's Ball

## MIR Spring Gala & Auction SPONSORSHIP FORM

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IN REDLANDS

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### Your Information

ORGANIZATION

CONTACT NAME

BILLING ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

ORGANIZATION/SPONSOR NAME AS IT SHOULD APPEAR IN THE PROGRAM

I/we wish to remain  
anonymous.

### Select a Sponsorship Level

SPONSORSHIP LEVEL

Platinum: \$1,000

Gold: \$500

Silver: \$250

Provide your color or black and white logo and advertisement on or before **Wednesday, February 20, 2019**. See ad specification sheet for size specifications and submission guidelines.

### Payment Information

PAYMENT METHOD

Cash

Check (Make payable to Montessori in Redlands)

CREDIT CARD

Visa

Master Card

Discover

American Express

CARD NUMBER

EXPIRATION DATE

SECURITY CODE

AUTHORIZED SIGNATURE

### Approvals

SIGNATURE

DATE

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Montessori in Redlands | Tax ID #95-3036995



# *Mad Hatter's Ball*

## MIR Spring Gala & Auction

### SPONSORSHIP BENEFITS

Montessori  
IN REDLANDS

For more information, contact Jessica Bailiff at 909-793-6989 or [jbailiff@mir.org](mailto:jbailiff@mir.org). Visit the Gala web page: [mir.org/gala](http://mir.org/gala).

#### PLATINUM SPONSORSHIP BENEFITS

Platinum "Event" sponsors receive the following benefits for their support.

- ★ Two (2) tickets to the event
- ★ Full-page advertisement in auction program at no additional cost (Ad design services provided at no cost if needed.)
- ★ Most prominent ad placement in program book (ad placement among platinum sponsors will be first-come, first-served.)
- ★ Logo on bid paddle
- ★ Most prominent name and logo placement in auction program, on Gala website, in marketing materials, and in the MIR Annual Report
- ★ Special thank-you announcement in MIR's monthly newsletter and weekly e-mail (before and after the event)
- ★ Promotional announcement/advertisement in MIR's monthly newsletter in the month preceding the event
- ★ 2 Promotional announcements in MIR's weekly email
- ★ Public announcement by emcee as Event Sponsor
- ★ Logo on "Golden Ticket" high-value opportunity drawing tickets with acknowledgement "sponsored by..."
- ★ Link to sponsor's website from Gala website for one full year

#### GOLD SPONSORSHIP BENEFITS

Gold "Major Activity" sponsors receive the following benefits for their support.

- ★ Half-page advertisement in auction program at no additional cost (Ad design services provided at no cost if needed. Ad placement is first-come, first-served.)
- ★ Name and logo in auction program, on Gala website, in marketing materials, and in the MIR Annual Report

- ★ Special thank-you announcement in MIR's monthly newsletter and weekly e-mail (before and after the event)
- ★ Promotional announcement/advertisement in MIR's monthly newsletter in the month preceding the event
- ★ 2 Promotional announcements in MIR's weekly email
- ★ Placard featuring logo acknowledging sponsorship of the DJ, entertainer, Auctioneer, or Photographer
- ★ Logo on opportunity drawing tickets with acknowledgement "sponsored by..."
- ★ Link to sponsor's website from Gala website for one full year

#### SILVER SPONSORSHIP BENEFITS

Silver "Silent Auction" sponsors receive the following benefits for their support.

- ★ Business-card-sized advertisement in auction program at no additional cost
- ★ Name listed in auction program, in marketing materials, and in the MIR Annual Report
- ★ Special thank-you announcement in MIR's monthly newsletter and weekly e-mail (before and after the event)
- ★ Special placards throughout silent auction tables acknowledging you as the Silent Auction Sponsor
- ★ Link to sponsor's website from Gala website for one full year

#### ADVERTISER BENEFITS

Our Program Book advertisers receive the following benefits for their support.

- ★ Business card sized advertisement in auction program book.
- ★ Company name listed in auction program and MIR Annual Report.

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# Mad Hatter's Ball

## MIR Spring Gala & Auction ADVERTISING FORM

Montessori  
IN REDLANDS

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Redlands, CA 92373

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Fax: 909-335-2749

Email: [jbailiff@mir.org](mailto:jbailiff@mir.org)

### Your Information

ORGANIZATION

CONTACT NAME

BILLING ADDRESS

CITY

STATE

ZIP

PHONE

FAX

E-MAIL

### Select an Advertisement Size

ADVERTISEMENT SIZE

Full page: \$500

Half page: \$250

Business card: \$125

IS THIS A FRIENDS & FAMILY AD?

Yes  No

Provide your color or black and white advertisement on or before **Wednesday, February 20, 2019**. See ad specification sheet for size specifications and submission guidelines.

### Payment Information

PAYMENT METHOD

Cash

Check (Make payable to Montessori in Redlands)

CREDIT CARD

Visa

Master Card

Discover

American Express

CARD NUMBER

EXPIRATION DATE

SECURITY CODE

AUTHORIZED SIGNATURE

### Approvals

SIGNATURE

DATE

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# Mad Hatter's Ball

## MIR Spring Gala & Auction ADVERTISEMENT SPECIFICATIONS

Montessori  
IN REDLANDS

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**FULL PAGE Ad Size**

**Size:** 4.25" (w) x 7.5" (h) *Please make sure all text is within this area.*

**Trim Size (bleed):** 5.4" (w) x 8" (h)

**NEED HELP  
DESIGNING YOUR  
AD?** Provide your  
content to Lisa  
Kensok and she will  
design it for you.

**MATERIALS NEEDED**

If you've worked with a professional designer, please include their contact information.

**FORMAT**

Please submit your ad in one of the following formats. All files should be **high resolution** (300 dpi).

- ☞ PDFs
- ☞ JPEGs
- ☞ Adobe InDesign or Illustrator
- ☞ Adobe Photoshop
- ☞ Microsoft Publisher

**PDFs:** When sending a PDF, please select the option to "compress text and line art" upon exporting from your layout program to flatten your embedded font files.

**Adobe InDesign/Illustrator:** When sending an InDesign document, please collect all placed files and fonts used for the layout.

**Fonts:** If you are providing an original file, please ensure we have all fonts necessary for it to render correctly. Otherwise, send your file as a PDF.

**HALF PAGE Ad Size**

**Size:** 4.25" (w) x 3.75" (h) *Please make sure all text is within this area.*

**Trim Size (bleed):** 5.4" (w) x 4" (h)

**BUSINESS CARD AD  
Size (HORIZONTAL)**

**Size:**  
3 1/2" (w) x 2" (h)

**BUSINESS CARD  
Ad Size  
(VERTICAL)**

**Size:**  
2" (w) x 3 1/2" (h)

**Upload:** Feel free to share files via WeTransfer or other upload service, or via Dropbox. Contact Lisa Kensok at [lkensok@mir.org](mailto:lkensok@mir.org) if you need assistance with your upload.

**Mail:** Montessori in Redlands  
Attn: Lisa Kensok  
1890 Orange Ave.  
Redlands, CA 92373  
(909) 793-6989

**Email:** Ads may be sent via email with a maximum file size of 20MB to [lkensok@mir.org](mailto:lkensok@mir.org). Files larger than 20MB should be uploaded.

