



OCTOBER 25, 2017

Dear Valued Members and Partners:

On behalf of the 2017 NEWH Atlanta Board of Directors, we would like to invite you to join us on **Thursday, November 16th** as we host our annual **November Community Service Event**. This year we will be assembling cleaning kits to benefit those affected by the recent hurricanes. The event will be held from **6:00-8:30 pm at AmericasMart Building 1, Space 12-F-1,3**. Validated parking will be available at Building 2, 230 Ted Turner Dr NW. Please bring a business card for access into the building.

NEWH is an International, Non-Profit organization which began in 1984, and has grown to be the premier networking resource for the hospitality industry, providing scholarships, education, leadership development, recognition of excellence, and business development opportunities.

If you are interested in participating and sponsoring this event for our chapter, please see below. Completed sponsorship forms are due as soon as possible due to our tight timeline. Thank you for joining us in the spirit of networking and giving back!

**AVAILABLE SPONSORSHIP LEVELS:**

**1. Cleaning Kit Supplies Sponsorship**

- Please provide enough supplies to fill 3-4 cleaning kits (See donation list)
- Please invite 3-4 people to join you in assembling the buckets
- Your company logo will be featured prominently in our marketing & promotional materials for the event, and on our Chapter Facebook Page

**2. Beverage Sponsor (1 Sponsorships Available)**

- Sponsor to provide beer and wine for approximately 40-50 guests  
\*Light serving suggested as this is not a large consumption event
- Sponsoring company logo will be featured prominently in our marketing & promotional materials for the event, and on our Chapter Facebook Page

**3. Food Sponsor (1 Sponsorships Available)**

- Sponsor to provide light appetizers and snacks for approximately 40-50 guests  
\*Light serving suggested as this is not a large consumption event
- Sponsoring company logo will be featured prominently in our marketing & promotional materials for the event, and on our Chapter Facebook Page

**4. Photography sponsor (1 Sponsorship Available) - \$150**

- Sponsor to pay for photography at the event and attend if preferred.
- Sponsoring company logo will be featured prominently in our marketing & promotional materials for the event, and on our Chapter Facebook Page

**DONATIONS**

- We will also be collecting supplies from firms around the city.

**WHAT WE NEED FROM YOU IF YOU WISH TO SPONSOR:**

1. Signed sponsorship agreement form
2. High-resolution logo of sponsoring company

**EVENT SCHEDULE:**

6:00-7:00pm Check in and mingle Assemble  
7:00 - 8:30 pm Cleaning Kits

Sincerely,

Tara Hebert

Community Service Chair, NEWH/Atlanta Chapter  
[newhatcommunityservice@gmail.com](mailto:newhatcommunityservice@gmail.com)



# Sponsorship Agreement

## November 2017

### Hurricane Relief - Cleaning Kits

Sponsoring Company: \_\_\_\_\_  
*Please submit with proper capitalization and spacing, EXACTLY as it should appear on all published event materials.*

Sponsor Representative: \_\_\_\_\_ Contact #: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Alternate Sponsor Representative: \_\_\_\_\_ Contact #: \_\_\_\_\_

**Please indicate your level of sponsorship:** **4) Photograph \$150 (1 spot)**

- 1) Kit Supplies - enough supplies for 3-4 buckets    2) Beverage Sponsor - 50 people (1 spot)
- 3) Food Sponsor - 50 people (1 spot)                4) Photograph \$150 - to pay photographer directly (1 spot)

I, the undersigned, as a representative of the sponsoring company listed above, authorize NEWH \_\_\_\_\_ to use the company name, \_\_\_\_\_, logo, photos, on documents, signage, and advertisement, related to the NEWH \_\_\_\_\_. I also understand that by signing this form, I agree to purchase and provide listed supplies for the event above. I, the undersigned authorize NEWH/Atlanta to use event photos for further NEWH promotions.

Payment for sponsorship is due as indicated above. I understand that failure to submit payment in full by \_\_\_\_\_ will result in the company's name being excluded from event materials.

\_\_\_\_\_  
Sponsor Representative Name (Printed)

\_\_\_\_\_  
Sponsor Representative (Signature/Date)

SUBMISSION OF MATERIALS: *All materials will be submitted (prospective – future action) in accordance with specifications of NEWH \_\_\_\_\_ or its representative. Failure to submit in accordance with these specs may result in production charges. Materials provided after \_\_\_\_\_ will not be used.*

GOVERNING LAW: *This agreement will be governed by and construed in accordance with the laws of the State of \_\_\_\_\_.*

ENTIRE AGREEMENT: *This Agreement and any and all exhibits (prospective – future action) and attachments are the complete and exclusive agreement between the parties with respect to the subject matter hereof, superseding and replacing any and all prior agreements, communications, and understandings, both written and oral, regarding such subject matter. Pricing will be governed by NEWH Atlanta Sponsor and Vendor Kit, whether printed on paper or electronically. The terms and conditions of this Agreement will prevail over any contrary or inconsistent terms. This Agreement may only be modified, or any rights under it waived, by a written document executed by both parties.*

**Please complete Sponsorship Agreement and send to: Tara Herbert Community Service Chair NEWH/ATL**

**Email to: [newhatlcommunityservice@gmail.com](mailto:newhatlcommunityservice@gmail.com)**

# Hurricane Cleaning Kit Donations Needed

- Please join us the the bucket assembly, **Thursday, Nov 16th from 6:00pm-8:30pm at AmericasMart Building 1, Space 14-F-1,3**
  - Validated parking is available at Building 2, 230 Ted Turner Dr NW
    - Please bring a business card for access to building

## Important Notes

- All items must be new except for the actual bucket and lid.
- All cleaning agents must be liquid and in plastic containers. No powders, please.
- If you cannot find the requested size of a liquid item, use a smaller size. Including larger sizes of any item will prevent the lid from sealing.

- **Liquid laundry detergent**
  - One 50-oz. or two 25-oz. bottle(s) only
- **Liquid household cleaner**
  - 12 - 16oz liquid cleaner that can be mixed with water
  - No spray cleaners
- **Dish soap**
  - 16-28 oz. bottle, any brand
- **50 Clothespins**
- **Clothesline**
  - One 100-ft. or two 50-ft. lines
  - Cotton or plastic
- **7 Sponges**
  - No cellulose sponges due to mold issues (Non-cellulose sponges or “foam sponges” only. Foam or man-made sponges will not retain water and cause mildew)
    - These sponges can be found in the household and automotive departments of stores and some restaurant supplies houses
    - Some commonly available brands include but not limited to (Scotch-Brite Dobie All-Purpose Pad, Lysol Multi-Purpose Durable Scrub Sponge, Scrub Daddy Original, Melamine Foam Kitchen Wash Cleaning Sponge)
  - Remove from packaging
- **24-Roll heavy-duty trash bags**
  - 33-45 gallon sizes
  - Remove from the box

- **18 Cleaning wipes**
  - Handi-wipes or reusable wipes
  - No terry cleaning towels
  - Remove from packaging
- **1 Can air freshener**
  - Aerosol or pump
- **1 Insect-repellant spray**
  - 6-14 oz. aerosol or spray pump with protective cover
- **2 Pairs kitchen dishwashing gloves**
  - Should be durable enough for multiple uses
  - Remove from packaging
- **1 Pair work gloves**
  - All Cotton
  - All Leather
  - Cotton with Leather Palm
- **5 Scouring pads**
  - Remove from wrapper
  - No stainless steel, Brillo pads or SOS pads (nothing with soap built in)
- **1 Scrub brush**
  - Plastic or wood handle
- **5 Dust masks**