



April 2009

Dear Host/Hostess of *Chair-A-Tea*:

Thank you for offering to graciously host a tea party to benefit Madonna's Center! We want your *Chair-A-Tea* event to be a positive, pleasurable experience for both you and your guests. We hope this act of charitable giving is rewarding and mutually beneficial for all.

Your guests may want to know some factual information about Madonna's Center and also more about disadvantaged young families in their own community. To respond to this inquiry, we will provide you with ample materials to help you accurately represent the ongoing needs of teen parents, the unique nature of our programs, the extent of our services.

Outlined below is a list of what can be expected from Madonna's Center, and also the guidelines to be followed in hosting/planning a successful *Chair-A-Tea*:

Madonna's Center will:

- Help coordinate dates/deadlines
- Provide the hostess a planning kit
- Offer tea party themes to choose from
- Recommend menus/caterers, upon request
- Provide party invitations/inserts
- Suggest recipes, hosting tips, upon request
- Loan tea party items, upon request
- Help you to coordinate a fun event!
- Provide a variety of presentation materials
- Give tax-exempt receipts, if needed
- Coordinate pickup/delivery of donations
- Show appreciation to our host/hostesses!

Host/Hostess will:

- Host the tea party between May 13-30th
- Provide the space/location for the tea party
- Select an appropriate tea party theme
- Plan the menu (including tea, of course)
- Send invitations to guests (incl. postage)
- Supply all food/beverages (NO alcohol)
- Furnish any dinnerware /party décor, etc.
- Create a positive, charitable atmosphere!
- Share information about Madonna's Center
- Submit guest information for donations
- Be available for pickup/delivery of donations
- Show appreciation to your guests!

In charity, we will help you to better serve your guests, so you can help us to better serve our teen parents and their children. Together, we can do small things to make a BIG difference!

In sincere gratitude for your support, from the –

Madonna's Center Fundraising Committee Members