



*Night of All Knights Auction & Gala 2016*

Dear Quest Families,

It was such a pleasure meeting and speaking with so many of you already this fall as preparations are underway for the 26<sup>th</sup> *Night of All Knights* Auction & Gala. This wonderful community event, which will take place on March 12, 2016 at The Cotillion Banquets in Palatine, is only accomplished with the generous support of our Quest families and community.

Like the **Quest Annual Fund**, the funds raised at the *Night of All Knights* are essential to Quest's operating budget. Plus additional funds are raised by the spot auction, which funds a new targeted project each year.

**There are several ways that you can help and get involved with Auction:**

- **Please make plans now to attend!**
- **Invite friends, family or neighbors to attend with you.**
- **Solicit or purchase an ad in the *QuestList* Directory, an online and print directory advertising our sponsors.**
- **Solicit an item or service donation from an area business.**
- **Make a cash donation.**
- **Donate an item or service for our live or silent auctions.**
- **Approach an employer, family member or friend to encourage them to sponsor the Auction.**

Sponsorship and donations from local businesses fuel the success of the Auction – please consider approaching the appropriate individuals in your place of employment or speaking with establishments you frequent, and/or friends or family members who own businesses or have strong corporate connections.

**Attached are an overview of the sponsorship levels and an agreement form as well as our donation agreement and ad contract form.** These all can also be found online at <http://bidpal.net/questacademy>.

As always, the Auction Committee is here to support you in any way we can. Please let us know if you have any questions or reach out if you wish to be more involved!

Sincerely,

*Veronica Karaca*

Auction Co-Chair

*Roberta Sullivan*

Auction Co-Chair



# Night of All Knights 2016

## Sponsorship Opportunities

### Grand Sponsor – \$10,000

- ❖ Two tables of 10 with premium seating
- ❖ Gold page ad in our *QuestList* Directory
- ❖ Prominent display of business logo on event invitations, Quest Auction website with link, event signage & AV presentation
- ❖ Company supplied banner at event
- ❖ Recognition in event press releases
- ❖ Promotional product offering at event
- ❖ Recognition on Quest's lobby video display

### King Level Sponsor – \$5,000

- ❖ One premium table of 10
- ❖ Gold page ad in our *QuestList* Directory
- ❖ Display of business logo on event invitations, Quest Auction website with link, event signage & AV presentation

### Duke Level Sponsor – \$2,750

- ❖ Six tickets
- ❖ Full page ad in our *QuestList* Directory
- ❖ Feature article in an Auction newsletter
- ❖ Name on event invitations, Quest Auction website with link, event signage & AV presentation

### E-Bidding Sponsor – \$2,500 (limit 3)

- ❖ Two tickets
- ❖ Full page ad in our *QuestList* Directory
- ❖ Only e-bidding sponsor logos, with link, will appear on smart phones at event
- ❖ Name on event invitations, Quest Auction website with link, event signage & AV presentation

### Knight Level Sponsor – \$1,750

- ❖ Four tickets
- ❖ Full page ad in our *QuestList* Directory
- ❖ Name on event invitations, Quest Auction website with link, event signage & AV presentation

### Squire Level Sponsor – \$1,000

- ❖ Two tickets
- ❖ Half page ad in our *QuestList* Directory
- ❖ Name on event invitations, Quest Auction website with link, event signage & AV presentation

### ALL SPONSORS

- ◆ All ads will be in our *QuestList* Directory (online & hard copy) and in full-color! (*QuestList* online will be posted 12/18/15 and updated monthly.)
- ◆ Exposure in The Quest newsmagazine and The Weekly Quest
- ◆ Verbal recognition at event

#### Quantity / Frequency:

Invitation: 600 ◆ Auction Catalog & *QuestList* Directory: 250

The Quest newsmagazine: 2,500 current & alumni families & community members

The Weekly Quest: 250 current families & staff / January – March





# Sponsor Contract

## Night of All Knights Auction & Gala

- Yes, I/we'd like to sponsor the 2016 Auction at the \_\_\_\_\_ level.
- Enclosed is my/our payment.    Please invoice me/us.    Call to arrange payment by credit card.

Name & Title (please print clearly):

\_\_\_\_\_  
Signature \_\_\_\_\_

\_\_\_\_\_  
Company \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Information for Ad (if different than above):

\_\_\_\_\_  
Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Complimentary QuestList Ad Sizes for Sponsors:** (see Sponsor Opportunities for additional benefits)

Grand Sponsor.....	Gold Page Ad.....	4.25" w x 7" h.....	\$10,000
King Level Sponsor.....	Gold Page Ad.....	4.25" w x 7" h.....	\$5,000
Duke Level Sponsor.....	Full Page Ad.....	4.25" w x 7" h.....	\$2,750
E-Bidding Sponsor.....	Full Page Ad.....	4.25" w x 7" h.....	\$2,500
Knight Level Sponsor.....	Full Page Ad.....	4.25" w x 7" h.....	\$1,750
Squire Level Sponsor.....	Half Page Ad.....	4.25" w x 3.25" h.....	\$1,000

- Pickup Ad from Last Year's Catalog    With Minor Changes:    attached    by email

- **Deadline for logo/name to be included on invitation: 12/18/15**
- **Deadline for ad\* to be included in the QuestList directory distributed at the Auction: 2/12/16**
  - **Monthly deadlines for ads\* to be included in QuestList online: 12/11, 1/15, 2/19**  
(QuestList online will be posted 12/18/15 and updated monthly.)

**\*Please email full color logos and ads (pdf, jpg) to: [auction@questacademy.org](mailto:auction@questacademy.org).**

Quest Academy is a non-profit 501(c) (3) independent day school for gifted children, preschool – grade 8. FEIN #36-3196542.



*Night of All Knights*

Auction & Gala  
March 12, 2016

QUEST SOLICITATION FAMILY \_\_\_\_\_ PHONE \_\_\_\_\_

**DONATION AGREEMENT**

*donor information included in catalog if received by 2/12/16*

NAME OF DONOR/COMPANY (as it should appear in catalog) \_\_\_\_\_

BUSINESS CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**FAIR MARKET VALUE \$** \_\_\_\_\_ *Enjoy complimentary advertising space in our QuestList according to the donation's value: \$250-\$499 = business card; \$500-\$999 = half page; \$1,000+ = full page*

DONOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DESCRIPTION OF ITEM/SERVICE (please give all details such as interesting facts, unusual aspects, size, color, seat locations, dates, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RESTRICTIONS (all expiration dates will be one year from date of Auction unless otherwise specified):

\_\_\_\_\_  
\_\_\_\_\_

Donation Status:

- Item Enclosed                       Item sent/mailed by \_\_\_\_\_                       Item to be picked up by solicitor on \_\_\_\_\_  
 Item to be delivered by \_\_\_\_\_                       Gift Certificate enclosed                       This agreement serves as Gift Certificate

**AD CONTRACT**

*please email your full color ad (pdf, jpg) to:  
auction@questacademy.org*

**Full color QuestList directories will be distributed at the Auction.  
QuestList online will be posted 12/18/15 & updated monthly.  
Monthly deadlines to be included in QuestList online: 12/11, 1/15 & 2/19**

- Business Card: 3.5" w x 2" h ... \$100       Half page: 4.25" w x 3.25" h ... \$200                       Full page: 4.25" w x 7" h ... \$400  
 GOLD PAGE: 4.25" w x 7" h ... \$500       Inside Front or Back Cover: 4.25" w x 7" h ... \$1,000       Back Cover: 4.25" w x 7" h ... \$1,250  
 Pickup Ad from Last Year's Directory       With Changes:  attached  by email  
 Complimentary Ad       Payment Enclosed       Call to Arrange Payment by Credit Card       Invoice Me:  by email  by mail

NAME & TITLE \_\_\_\_\_

COMPANY (as it should appear in directory) \_\_\_\_\_

ADDRESS & WEBSITE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

CONTACT INFO FOR AD (if different from above): \_\_\_\_\_

Quest Academy is a non-profit 501(c) (3) independent day school for gifted children, preschool – grade 8. FEIN #36-3196542.

Yellow Copy to Donor as Receipt, White Copy to Quest Academy

**THANK YOU FOR YOUR SUPPORT!**

**For Office Use Only**

DATE FORM REC'D \_\_\_\_\_                      DATE ITEM REC'D \_\_\_\_\_                      PROCUREMENT # \_\_\_\_\_  
 DATE AD REC'D \_\_\_\_\_                      DATE PAYMENT REC'D \_\_\_\_\_                      SECTION # \_\_\_\_\_