



Dear Business Owner,

As a valuable member of our community, we would like to invite you to be part of our Annual Christmas Tree Lighting on December 3rd, 2023 from 4pm to 7pm. This event is an opportunity for our community to get together and celebrate the start of the holiday season.

This celebration will include a Christmas display at the Clocktower as well as free activities for our local community to enjoy. We will be hosting games, refreshments, visits from Santa, and performances from Coventry High School Choir and Band students. The Portage Lakes Kiwanis will also be at the event accepting donations for families in need. We are looking for local businesses and organizations to help us make this event truly special for our community.

We are looking forward to this event with the community and hope that your business will help make this annual event something that our community members can look forward to year after year.

We appreciate you reading our letter and look forward to hearing back from you! We have attached our sponsorship sheet with different sponsorship opportunities. If you have any questions at all, please feel free to contact McKayla Hajjar at [info@picksatplx.com](mailto:info@picksatplx.com) or at 330-861-8288!

Sincerely,

The Portage Lakes Initiative Foundation  
In partnership with Coventry Township and Picks at PLX

## Sponsorship Opportunities

### **Monetary sponsorship:**

- I would like to provide a donation in the amount of \$\_\_\_\_\_ for the Portage Lakes Initiative Foundation. This sponsorship includes a sign to be put up at the event with your business logo as well as your business being included in social media posts.

\*\*This donation will be used towards the event activities, refreshments, and supplies needed to make this event a success. All monetary contributions can be made in cash or check payable to “Portage Lakes Initiative Foundation”. \*\*

### **Goods Sponsorship:**

- I would like to provide \_\_\_\_\_ (ex: a refreshment, coordinate an activity, set up a booth, etc) for the event.

\*\*Any kind of donation in the form of food, beverage, cups, napkins, activities, etc. will contribute to the success of this event. This sponsorship allows an opportunity for your business to be part of this special event for the community.\*\*

If you cannot provide a monetary or goods donation, we will also need volunteers to help run the activities we have planned. If you would like to volunteer to help facilitate this event, please contact McKayla Hajjar at [info@picksatplx.com](mailto:info@picksatplx.com)

All donations can be sent via mail or dropped off to Picks.  
530 Portage Lakes Dr. Akron, OH 44319

Thank you in advance for your consideration and support in making this event a success.