



Light Up the Clock Tower

SUNDAY, DECEMBER 7, 2025—COVENTRY CLOCK TOWER
4 P.M.—7 P.M.

Dear Business Owner,

As a valuable member of our Portage Lakes community, we would like to invite you to be a part of our Annual “Light up the Clock Tower” holiday event on December 7, 2025 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 free activities, including a visit from Santa, performances from the Coventry school choir and band programs, and refreshments for our local community to enjoy. 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 make this event truly special for our community. We hope that with your support, we can continue to make this event something that everyone looks forward to each and every year!

We appreciate you reading our letter and look forward to hearing back from you. We have attached sponsorship opportunities to the back of this letter. Please feel free to contact Township Administrator, Anna Davis with any questions at a.davis@coventrytownship.com, or 330-644-0785, ext. 690, or Trustee, Ed Diebold at diebold@coventrytownship.com.

Sincerely,

Coventry Township Board of Trustees

Sponsorship Opportunities

BUSINESS /ORGANIZATION NAME: _____

CONTACT NAME: _____

EMAIL: _____

MONETARY SPONSORSHIP:

I would like to provide a monetary donation in the amount of \$_____ made payable to "Coventry Township" Please note—Clock Tower Event in the Memo.

- **Event Sponsor-\$5,000:** 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 and a mention during the ceremony.
- **Santa's Helper-\$1,000-\$2,500:** This sponsorship includes a sign to be put up with your business logo as well as your business being included in social media posts.
- **Silver Bells-\$500:** This sponsorship includes a sign to be put up with your business logo.
- **Garland-\$250:** This sponsorship includes a thank you mention on social media.
- **Mistletoe-\$100:** This sponsorship includes a thank you mention on social media.

***** This donation will be used toward 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 "Coventry Township".*****

GOODS SPONSORSHIP:

I would like to provide _____

(Example: refreshments/ coordinated 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 a part of this special event for the community. Your business will receive a "Thank you" mention on social media. Please coordinate your donation or booth request with Trustee, Ed Diebold or Administrator, Anna Davis.***

WE ARE IN NEED OF VOLUNTEERS!

If you would simply like to volunteer to help facilitate this event, please contact Trustee, Ed Diebold at diebold@coventrytownship.com or call 330-687-0073.

All donations can be sent via mail or dropped off to the Coventry Township Administration Office at:

68 Portage Lakes Dr. Coventry Twp., OH 44319

330-644-0785—a.davis@coventrytownship.com

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

