

Volunteer Hospitality Suite Food/Beverage Donation Request

The Student Excellence Foundation for Wheaton-Warrenville District 200 is currently seeking donations for our 3rd Annual STEM Expo. Students will have the opportunity to visit more than 50 vendor tables and participate in hands-on STEM activities.

Volunteer Hospitality Suite

We anticipate having approximately 150-200 volunteers at this event helping with exhibits, set-up, registration/check-in, etc. We would like to provide a variety of light snacks / beverages for them to enjoy while taking a short break during this 4 hour event.

Event Details

3rd Annual STEM Expo
November 3, 2017
5:00 p.m. - 9:00 p.m.

Hubble Middle School
3S600 Herrick Road
Warrenville, IL 60555

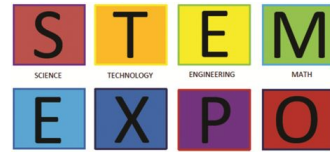
** estimated attendance = 1,200 students, parents and teachers*

Donation Benefits

As a Hospitality Suite donor, you have the opportunity to promote your brand to prospective individuals before, during and after the event. The event has an estimated attendance of 1,200+ guests with 150-200 being volunteers.

- Your business name will be displayed in the Hospitality Suite
- Your business name will be listed on our "Special Events -STEM Expo" website page (posted two weeks before the event)
- Your business name will be included in our eNewsletter recapping the event (sent to more than 12,000 families)

If you would like to participate in our 3rd Annual STEM Expo, please return a completed donation form by Friday, Oct 13, 2017 to N@Nominee.name or Kristin@StudentExcellenceFoundation.org.



Volunteer Hospitality Suite Food/Beverage Donation Response Form

Restaurant / Donor Name (to be acknowledged): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

I/We agree to donate the following items to the **STEM Expo Hospitality Suite on Friday November 3, 2017 at Hubble Middle School from 5:00 - 9:00 pm.** (please note any allergen / gluten free comments):

Estimated retail value of your donation: \$_____

- Are you able to provide plates, cups, napkins and/ or utensils? _____
- Will you be able to deliver items or do they need to be picked up? _____
- Please provide any promotional materials, advertising pieces, or items you would like to display in the Suite.

Signature of Authorizing Party: _____ Date: _____

Questions, please contact [N@Nominee.name](#) or Kristin@StudentExcellenceFoundation.org

Please submit completed form by October 13 via email. Please keep a copy for your records.