26 July 2018

To Whom it May Concern,

I am proud to announce that Shelford Girls' Grammar will be holding the 120th Anniversary Quaerite Dinner on Saturday 1 September. This gala event will provide a wonderful evening of entertainment, while raising funds for the development of the School site for the benefit of all students.

I am delighted to be able to offer you a special opportunity to be involved in the Quaerite Dinner, which will be held at Kooyong Lawn Tennis Club. The Dinner is a social and fundraising event organised for the Shelford community, and it is expected on past experience that the night will be a sell-out. The evening will include pre dinner drinks followed by a formal dinner and auctions.

As Principal, I am seeking your support as a donor for this event. Donations could be direct sponsorship, or an item or a service. Appropriate recognition for donors will be featured in promotional material. This is a wonderful opportunity for individuals or companies to profile their business to the wider Shelford community and at the same time support Shelford's fundraising efforts.

This event will be heavily promoted on the Shelford website, in social media and in the School magazine distributed to past pupils, current families and staff and prospective families.

Confirming your sponsorship or donation as soon as possible with the Director of Development and Marketing, Fiona Quinn on 9524 7467 or fquinn@shelford.vic.edu.au, will ensure that you are able to maximise the benefits of this advertising opportunity. All donation and sponsorship commitments must be confirmed and delivered by Friday 24 August.

I hope that you view this proposal favourably.

Yours sincerely,

Polly Flanagan

Polly Flanagan
Principal