



August 15, 2007

Ms. Barbara Nanninga
Executive Assistant to Mayor & Council
Town of Markham
101 Town Centre Blvd.,
Markham, Ontario
L3R 9W3

GALA CO-CHAIRS

Alan Ho
Francis Kwong
David Lai

Dear Ms. Nanninga,

***Celebrating CICS' 39 years of Excellence:
Building Homes without Brick and Mortar***

On behalf of Centre for Information & Community Services of Ontario (CICS) Foundation, we are requesting the Town of Markham's support again for the 2007 *Artsz Day Annual Gala*, to be held on **Saturday, November 24, 2007** at the Hilton Suites Toronto/Markham Conference Centre & Spa at 8500 Warden Avenue in Markham. The evening begins with a reception and silent auction at 6:00p.m., followed by the gala at 7:00p.m.

During the past four decades, millions of immigrants have passed through the doors of CICS seeking for help as they prepare for life in a new land. In order for CICS to continue its much needed settlement, employment, language training and community services for immigrants of all ages, we need to rely on fundraising event such as the Artsz Day Annual Gala.

This year, CICS is celebrating 39 years of excellence in helping Ontario's immigrants. **The Artsz Day Annual Gala is one of the community's highly anticipated social events and it is an ideal forum to reach out to other community partners and leaders from local businesses.**

From the philanthropic point of view, the support from the community and our donors enables CICS to continue its wide array of services for newcomers in a cost-effective way. A successful gala will also brings us one step closer to the completion of the Immigrant Resource Centre (IRC). The positive and long-lasting impact of the Immigrant Resource Centre and the ever expanding CICS programs is enormous. Furthermore, this gala is also an opportunity to rub shoulders with the who's who in the community, enjoy an entertainment evening, while helping a good cause.

ORGANIZER



BENEFICIARY



***Celebrating CICS' 39 Years of Excellence:
Building Homes without Brick and Mortar***

Last year, the Artsz Day raised a net income of \$130,000 for CICS. We are counting on your support to make this year a success again. We thank you for taking the time to consider supporting the event through your **presence at the gala, placing an advertisement in the gala program book, and/or donation a Silent Auction item such as gift certificate.** Enclosed please find the Ticket Order & Auction Donation Form and Advertisement Placement Form for your convenience.

GALA CO-CHAIRS

Alan Ho
Francis Kwong
David Lai

If you wish to learn more about this event or CICS, please do not hesitate to contact our Development Coordinator, Ms. Rose Chiu, at (416) 292-7505 ext. 202 or r.chiu@cicscanada.com.

Sincerely,



Alan Ho
Co-chair



Francis Kwong
Co-chair



David Lai
Co-chair

ORGANIZER



BENEFICIARY



*Celebrating CICS' 39 Years of Excellence:
Building Homes without Brick and Mortar*

Ticket Order & Auction Donation Form

Contact Person: _____

Job Title: _____

(If applicable)

Company/ Organization: _____

(If applicable)

Address: _____

Telephone: _____

Fax: _____

Email: _____

TABLE and TICKET ORDER

- ☐ I would like to purchase _____ **VIP TABLE @ \$1,800 each**
- ☐ I would like to purchase _____ **Regular TABLE @ \$1,500 each**
- ☐ I would like to purchase _____ **Regular TICKET @ \$150 each**
- ☐ I am unable to attend, but I would like to make a contribution of \$ _____

*(\$100 charitable receipt for VIP ticket; \$70 charitable receipt for Regular ticket)

AUCTION DONATION DETAILS

(Please attach additional form(s) if donating more than one item)

Number of Item(s) donating: _____

Current Market/Retail Value: \$ _____

Description of Item: (A complete and accurate description will help with presenting your donation in the Auction Booklet. Please indicate size, style, model #, colour, etc...)

Restriction (e.g. Blackout dates, etc.): _____

This donation will be in the form of: ☐ Gift Certificate ☐ Object/Merchandise

DONATION DELIVERY DETAILS

- ☐ The donation item is enclosed with this form
- ☐ The donation item will be delivered to CICS Foundation Head Office by Wednesday, November 14, 2007
(3852 Finch Avenue. East, Suite 310, Scarborough, ON M1T 3T9)
- ☐ Please contact me to have my donation picked up

Method of Payment

☐ **Cheque enclosed with registration form** (Cheque payable to CICS Foundation)

☐ **Cheque – Please invoice me upon received of registration form**

☐ **Visa**

☐ **Master Card**

Name on Card: _____

Card Number: _____

Exp. Date:
(Month/Year)

Signature: _____

Date: _____

Upon completion, please mail this form to CICS Foundation Office at 3852 Finch Ave E., Suite 310, Scarborough, Ontario M1T 3T9, or via email at: r.chiu@cicscanada.com or by fax at (416) 292-9120.
If you require further details, please contact Rose Chiu at (416) 292-7505 ext 202.



Advertising Placement Form

Contact Person: _____

Job Title: _____

Company/
Organization: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

GALA SOUVENIR PROGRAM BOOK

<input type="checkbox"/> Centre Spread (2 full pages)	4 Colour	\$1,600
<input type="checkbox"/> Inside Front Cover	4 Colour	\$1,000
<input type="checkbox"/> Inside Back Cover	4 Colour	\$1,000
<input type="checkbox"/> Inside Full Page	4 Colour	\$800
<input type="checkbox"/> Inside Full Page	Black & White	\$500
<input type="checkbox"/> Half Page	Black & White	\$300
<input type="checkbox"/> Quarter page	Black & White	\$150

(Taxes included. Agency discounts are not granted)

Mechanical Requirements

Full Page, Trim Size : 8.5" x 11" Non-Bleed Size : 7.5" x 10" Bleed Size : 9" x 11.5"

Half Page : 7.5" x 4.75" Quarter Page : 3.5" x 4.75"

Offset film negatives are required – emulsion down, right reading, 133 line screen. Colour proof must accompany 4C film. Black and white laser proof for black and white film.

Method of Payment

☐ Cheque enclosed with Advertising Placement Form (Cheque payable to CICS Foundation)

☐ Cheque – Please invoice me upon received of Advertising Placement Form

☐ Visa

☐ Master Card

Name on Card: _____

Card Number: _____

Exp. Date: _____

(Month/Year)

Booking Deadline:

Friday, November 2, 2007

Artwork Submission Deadline:

Wednesday, November 7, 2007

For booking information and other inquiries, please contact Rose Chiu, Development Coordinator, by Phone: (416) 292-7505, ext. 202 or email: r.chiu@cicscanada.com

Upon completion, please mail this form to CICS Foundation Office at 3852 Finch Ave E., Suite 310, Scarborough, Ontario M1T 3T9, or via email at r.chiu@cicscanada.com or by fax at (416) 292-9120.

Authorized Signature _____

Date _____

SUPPLY OF ARTWORK

Proof:

A proof in PDF format must be emailed to : valentinawong@primead.com & r.chiu@cicscanada.com

Final:

Electronic Transfer

- ❖ Ensure files are saved in an appropriate format and program : Adobe Illustrator 8, 9, 10 & CS (outline fonts), Adobe Photoshop (min 300 dpi), Hires PDF file and InDesign (include image & fonts)
- ❖ Before uploading files to the ftp site, compress them as .SIT, .SEA or .ZIP
- ❖ Log in (see "FTP Login" below) and drag and drop your compressed file into the Artsz Day folder.

FTP Login : <ftp.primead.com>

User name : client.primead.com

Password : primeclient

Requirements for supplied artwork

Please supply materials to the following specifications to ensure accurate reproduction of your ad:

- ❖ All fonts must be supplied or converted to outlines/curves
- ❖ All images must be supplied or embedded and meet print specifications (CMYK, 300dpi)
- ❖ All colours used must be CMYK or Grayscale
- ❖ All black text must be supplied 100%K (not process black)
- ❖ Include a digital or faxed proof of your final artwork such as PDF or low res jpg.
- ❖ Artwork must be uploaded to our FTP site prior to the artwork deadline.
- ❖ The organizer and production house are not responsible for the reproduction of artwork that does not meet these specifications.

The cost to produce artwork and film for a standard ad with company name (e.g. Congratulations, With Compliments) would be \$150.00, company logo scan an additional \$25.00 per scan)

Publisher reserves the right to limit or reject any advertising. Advertisers and their agencies agree that Centre for Information and Community Services Foundation shall be under no liability by reason of error or omission. All advertisements are accepted and published with the understanding that the agency and/or advertiser are authorized to publish the entire contents and subject matter thereof. In consideration of the publisher's acceptance of such advertisements for publication, the agency and/or advertiser will indemnify and save the publisher harmless from any loss or expense resulting from claims or suits based upon the contents or subject matter of such advertisements, including, without limitation, claims or suits for defamation, libel, violation of right of privacy, plagiarism and copyright infringement. Advertiser agrees to pay for space on signing this contract.

FOR OFFICE USE ONLY

Committee Member Responsible:

Payment Received: ☐ Yes ☐ No

Thank You Letter: ☐ Yes ☐ No