

To Whom It May Concern:

Clements High School will be hosting its annual International Festival this year on April 13, 2017. Our International Festival highlights the rich diversity of cultures present within the school and the surrounding community. At the festival, students, family, and community members have the opportunity to watch a variety of cultural performances, as well as taste a wide array of foods from around the world.

The Clements International Club would greatly appreciate and enjoy your restaurant's participation in this year's I-Fest.

Your restaurant would be helping to sponsor the event; Clements International Club does not purchase the food. Instead, the restaurant assumes all risks and donates a percentage of actual sales from the event. We are hoping to sell each food plate at \$5.00 per plate. Desserts will be sold from \$1.00 to \$4.00 per item. The best foods are portable. In the past, restaurants have donated 50% to 100% of the sales to the International Club. All proceeds collected at the 2017 International Festival will benefit Doctors without Borders, an organization that provides medical care in underdeveloped countries.

If you are interested in participating, please see the attached form, fill it out, and return it to the representative that is sent to you. Also, you must fill out a W9 to be an official Fort Bend ISD vendor. For further information, contact myself (Meredith Meece) or my Co-Sponsor (Katie Greene). If you have any questions or concerns, please do not hesitate to contact me. My phone number is (832) 693-6096 and my email address is Meredith.Meece@fortbendisd.com. My Co-Sponsor can be reached at (281) 634-8724 and her e-mail address is Katherine.Greene@fortbendisd.com.

We look forward to seeing you at I-Fest!

Thanks,

Meredith Meece

RESTAURANT SPONSOR FORM

Thank you for sponsoring the annual International Festival at Clements High School. The festival will be held on Thursday, March 24th in the commons area of the school. Food booths are scheduled to start serving food a 5:30 p.m. and close at 8:30 p.m. The festival will end at 9:00 p.m. You may deliver the food to the commons area starting at 3:30 p.m.

In order to make the festival as efficient and productive as possible, we are requesting you fill out an informational form listing your restaurants contributions and requirements for the festival.

What percentage of your sales would you like to donate to International Club? _____

Will you be supplying the napkins, plates, and food utensils or would you like Clements High School to supply them? Please circle one.

- a. Restaurant will supply
- b. School will supply

Will you be serving the food using employees, or would you like International Club members and parents to serve the donated food?

- a. We will serve
- b. International Club can serve

How many electrical outlets will you need? _____

Would you like to hang your restaurant's personal banner at the festival for public promotion or would you like Clements High School to create one for you? Please circle one.

- a. We will supply the restaurant banner.
- b. Please have Clements High School create a banner for the restaurant.

W9 form will be

- a. Provided in hard copy
- b. Emailed
- c. I believe that we are already a registered vendor with FBISD

Menu you will serve and estimated serving size:

Restaurant Name: _____ Contact Name: _____
Contact Number: _____ Fax Number: _____

We understand that the restaurant assumes risk of loss, as all plates may not be sold, and will only receive money back from actual sales made.

Signature: _____ Date: _____

Please return this information by Thursday, February 25th.

Thank you for your time, interest and donations!

Sincerely,

The International Club
William P. Clements High School