Join us for Maryland Hall’s largest fundraising event of the year, Arts Alive. The evening kicks off in a tent under the stars on Maryland Hall’s front lawn from 6-8 pm, followed by a performance in Maryland Hall’s renovated theatre. This fun and festive party kicks off the social season in Annapolis and attracts nearly 500 guests, who enjoy delicious food and wine and the chance to bid on unique items and experiences in silent auction and live auctions throughout the night.

Maryland Hall is requesting a donation of one or more of your “signature” appetizers or hors d’oeuvres that will promote your business and help ensure a wonderful evening for our guests. Arts Alive features an “all appetizers” format—with numerous tasting stations where guests can eat and drink throughout the evening before the performance begins. The specifics of the event are below. Thank you for considering a donation to Arts Alive and Maryland Hall.

Date: Friday, September 9, 2016
Set Up/Delivery Time: 5 – 6 pm
Event Time: 6 – 8:30 pm
Event/food logistics: Kelsey Presswood, kpresswood@marylandhall.org or 410-263-5544, ext. 25

We are requesting each restaurant/caterer provide:
- Appetizer (finger food or item needing only a fork) to feed approximately 300-400 people that is easily prepared on site or brought on site already prepared.
- A server or a cook if the food item needs to be spooned, plated or cooked on site.
- If no server/cook is required, arrange to deliver your prepared food item the night of the event.
- Equipment for cooking, warming or keeping food item at correct temperature (MHCA can provide some equipment depending on availability).
- A grill or propane-fed burner if the food item needs to be cooked on site (Maryland Hall will locate grills/burners adjacent to the tent)

Maryland Hall will provide:
- Electricity if needed; electricity is limited and needs such as induction burners can be discussed
- Hand washing station
- One 6-foot table or shared 6 or 8 foot table depending on space, needs, etc. with space for signage
- Napkins, china/plates, utensils

Benefits to donors include:
- Half-page complimentary ad in Arts Alive catalog distributed to all Arts Alive patrons. MD Hall can produce the ad for you or you may provide one. Ad Deadline is: Friday, August 26
- Discounted $400 – 1/8 page ad in Maryland Hall playbook for the 2015-2016 season (value of $500, annual distribution of 5,000 patrons).
- Recognition in the catalog, on signage at tasting stations, in the event invitation, in press materials and in our e-newsletter before and after the event distributed to over 20,000 email addresses.
- Satisfaction of supporting a community arts center which serves over 100,000 people each year.
**Arts Alive**

September 9, 2016 | 6 pm  
Catering Response Form  
Please return this form by Friday, **July 15**.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Contact Name</th>
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Email ________________  Phone ________________

We will donate the following to **Arts Alive** on **Friday, September 9, 2016**:

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description of dish</th>
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Number of people your dish will serve ______

Will you provide a server/attendant for your dish?  ____ Yes  ____ No

Will you provide signage for your table?  ____ Yes  ____ No

Special Needs for Set Up/Serving ________________________________________________________  

______________________________________________________________________

____ Yes, I would like a $400 discounted ad in Maryland Hall’s 2016-2017 playbill (regularly $500, annual distribution of 5,000 patrons).

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<tr>
<th>American Express</th>
<th>Discover</th>
<th>Mastercard</th>
<th>Visa</th>
</tr>
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</table>

Credit card number: __________________________ Expiration Date: __________

Signature: __________________________________  CCV Code __________

Donations are tax deductible to the extent allowed by law.

Maryland Hall for the Creative Arts - 801 Chase Street, Annapolis, MD 21401 – 410-263-5544 / 410-263-5114 (fax)