

Date

Insert Name of Sponsor
Insert Address

Dear _____,

Last year, *Music, Art, Drama and Dance* (MAD2) DEEN Arts Subcommittee was grateful to receive in-kind funding from your organization in support of the “*Spotlight on the Arts*” event held at QPAT for teachers of the Arts. Your organization was kind enough to provide us with a wireless connection that allowed us to hold several workshops that used the Internet. You also lent us several laptops that allowed us to administer our Portrait of the Arts survey, not to mention hosted a webinar with our keynote speakers, thereby supplementing their fee and providing an incentive for them to travel to our event. For all this we thank you!

As you know, the Spotlight on the Arts is a one-day event that allows Arts educators to attend a variety of presentations, including sessions delivered by specialists in each of the four arts, LES workshops, several student performances, and a panel of art representatives who provided arts resources to teachers. Results of the evaluation completed by participants indicated that this event was a tremendous success. Here is what one of the respondents had to say about her experience:

“...thank you for believing that ART can change life. We are with you, fighting for our children to ‘taste’ ART at school: music, drama, visual arts and dance!” I. Galeno

Members of our subcommittee believe that “*Spotlight on the Arts*” should continue and grow as an annual event at the QPAT convention, recognizing that it clearly furthers all of the domain sub-committee SMART goal requirements: Professional Development, Networking and Sharing & Developing of Resources. We have started planning for this year’s event, and are prepared to offer an even greater variety and richness of topics.

Again this year MAD2 would like to request financial and in-kind assistance from LEARN for our 5th annual “*Spotlight on the Arts*” event, scheduled to take place on Friday, November 22, 2012 during the QPAT convention. In 2013, we would appreciate the loan of the following:

- 5 laptop computers
- 1 set of iPod speakers

We would also need an Internet connection, as in previous years. In addition, we would like you to consider providing us with 500\$ for the printing of flyers that we use to promote the Spotlight and to provide lunch cards for the students invited to participate on that day. Should you prefer, any funds you provide can be allocated according to your specification.

In closing, we would like to express our appreciation to LEARN for considering this request. We look forward to your response.

Sincerely,