

MADISON SYMPHONY ORCHESTRA LEAGUE

PARTY DONOR FORM
INSTRUCTIONS

Before you begin to fill out this form, please note that titles and descriptions do not need to be “perfect” or in “essay form.” We have a creative team of writers who are more than willing to put all this information together for you. What is important is that you give us an idea of what you are heading for and that you submit the form in a timely manner.

Here are some instructions to help you fill out the Party Donor Form:

- 1) A title or a theme for your party. Remember, our writers can help come up with the final title.
- 2) The date or dates that you would be willing to host your party. It is helpful to have more than one date to help us avoid duplication (two or more similar parties scheduled for the same date). Parties may be held at your convenience starting in late November, 2007 and going through July, 2008.
- 3) The time of your party (ex. 7:00 p.m.; 11 a.m. – 1 p.m.)
- 4) The location (address) where your party will be held. Please include directions or a map if location might be difficult to find.
- 5) A brief description of your party. This can include the theme, information about the hosts, background or history of the location. Include information on entertainment (e.g. music) if something special is planned. Some sample descriptions are given on the reverse side of this sheet.
- 6) Suggested dress code:

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| C – Casual | slacks, jeans or shorts and sports shirt. |
| DC – Dressy Casual | sports jackets (no tie), sweater or sports shirt with dress pants; dress, pant suit or similar ensemble depending on season. |
| D -- Dressy | suit and tie; more formal dress, pant suit or evening ensemble. |
| F -- Formal | black tie optional, gowns or other evening wear. |
- 7) A listing of the menu for the party. You can be specific about items served, give a theme of what it will be (e.g.cajun cooking), or it can be ambiguous, such as Light Hors d’oeuvres, Champagne Cocktails and Imported Wines.
- 8) Contact information—the name(s), address(es), phone numbers and e-mail for the main contact(s) for the party. This information will help us if we have questions or want to go over your party description.
- 9) List all the host names as they should appear in the Parties of Note booklet. If there are several, please also provide their addresses on the back of the Party Donor Form. This is important so that they can be included in our mailings.
- 10) The number of guests that your party can accommodate.

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- 11) List the estimated cost per person for your party. Once all party information is submitted, the Parties of Note committee will look over the selections and make sure that pricing is consistent and determine how much of the price is tax-deductible for guests.
 - 12) Please complete and return your form by **October 1st**. If for some reason you are unable to submit your form on time, please contact Kathy Belaire **238-5423** or Ann Lindsey **833-7690**. It is important to adhere to the due date to keep our printing on schedule.
 - 13) Fill out reverse side of donor form with names and addresses of people you would like to receive an invitation/party booklet.
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PUBLICITY: MSOL will do several things to help promote Parties of Note. These include magazine ads, press releases, and Madison Symphony Orchestra program ads. You may wish to supplement our efforts by sending out your own invitations. If so, please call Kathy Belaire (**238-5423**) beforehand so we can coordinate our efforts. We would appreciate receiving copies of your personal invitations and invitation list for our files.

PHOTOS: We encourage you to take pictures of your party. Please send us copies of any photos taken at your party that we may use for publicity and also keep for our files. (Send to Parties of Note, Madison Symphony Orchestra League, 222 W. Washington Ave., Suite 460, Madison, WI 53703.

TAX DEDUCTIONS: Expenses incurred in hosting these events may be tax-deductible to the extent allowable by the Internal Revenue Service.

Sample Party Descriptions:

Dinner at the Chateau

Tom Stone's chateau is the scene of a relaxing evening. Mingle on the deck or in the wine room with friends old and new and sip wines to your taste. Then enjoy the tempting menu featuring the specialty of the chateau, its superb Chateau Chicken.

A Winter Interlude

What could be cozier on a winter afternoon than a concert in the Library with the beautiful strings of theTrio. After the concert, an inviting supper awaits in the spacious, beautifully decorated 12th floor condominium with its magnificent view of the capitol.

A Middle Eastern Tour de Cuisine

Join your hostess, Beirut native Tamina Itani, and chef Rita Nader, chosen specially for her expertise in the preparation and presentation of delectable Lebanese and other Middle Eastern cuisine. Watch, then taste some of Tamina's and Rita's favorite recipes. From appetizer to dessert, you'll be on a culinary expedition to exotic tastes.