

# Event Name

Fashion Show benefitting The Mary Kay Ash Charitable Foundation

## Details for Planning & Event

### Ticket Sales Information:

- Each Independent Sales Director will be given *NUMBER* tickets with a manila envelope and tracking form.
- Be sure to record sales force/guest information on the tracking form for each ticket sold.
- Tickets may not be reserved ahead of time without money.
- Ticket stub will be in draw night of the event for a gift basket, so make sure ticket stubs are completed and returned back to you.
- If you need extra tickets, please call *NAME* at *NUMBER*.
- Please return any unsold tickets to *NAME* by *DATE*.
- Make cheques payable to *NAME*.

### Silent Auction/Contribution Information:

Each Independent Sales Director is asked to secure one quality (consider designating a dollar amount for consistency) from a business or group. This can be services, gift certificates or products. Smaller items can be grouped to create a larger offering as needed.

*DEADLINE FOR CONTRIBUTIONS: DATE.*

Questions? Call *NAME*, Contribution Coordinator, at *NUMBER*.

### Budget Information:

We are operating on a very tight budget, so please do not make purchases without prior approval from the event team.

Budget Coordinator: *NAME & NUMBER*

### Event Information:

*PLACE, DATE & TIME*

Be sure to tell Sales Directors what time to arrive and how they should dress.

Event Coordinator: *NAME & NUMBER*