



Thank you for considering Bittersweet Catering~Cafe~Bakery as a partner in your upcoming fundraising event. We receive many requests for donated services and to address all requests fairly we have developed our Community Partners Program. We strive to achieve better results through partnership with your organization.

Our management team evaluates these requests on a monthly basis and we request that you submit this form a minimum of 30 days prior to your event. So that we can continue our involvement with community fundraising events, we must have reasonable expectations of developing future business with the supporters of your event. Our management team will review each request and notify you with what Bittersweet can offer towards your event.

**To request a donation for your organization, please use the following guidelines:**

- ❖ Please submit your request in writing on company letterhead along with our Community Partners Application, a minimum of 30 days prior to your event. Your application must be complete for consideration.
  
- ❖ As we support many groups and organizations, we try to give "a little to a lot." Donations are in the form of Bittersweet product or gift certificates to our café. We regret that we are unable to sponsor groups or individuals or to make monetary donations.
  
- ❖ By choosing Bittersweet to cater your event you will receive a 10% discount on all food and beverage items.

Bittersweet has proudly served the Alexandria and DC Metro area for 25 years. Being an independently owned and operated family business, we understand the importance of helping our community and its worthy organizations. We look forward to hearing from you.

Sincerely,

Bittersweet Catering~Cafe~Bakery



## Bittersweet Community Partners Application

All requests must be submitted a minimum of 30 days prior to your event

PLEASE RETURN COMPLETED APPLICATIONS TO THE CATERING OFFICE VIA MAIL/FAX/EMAIL

Date: \_\_\_\_\_ Contact: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Type: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Product or service you would like Bittersweet to underwrite:

\_\_\_\_\_

Are you currently a Bittersweet client? If not, how were you referred to us?

\_\_\_\_\_

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In exchange for this support, we agree to:

\_\_\_\_\_ provide Bittersweet a sponsorship equal to the value of the donation

\_\_\_\_\_ recognize Bittersweet Catering ~ Cafe ~ Bakery via announcement, signage, or offering our promotional materials (menus/business cards) during your event

\_\_\_\_\_ submit press release recognizing Bittersweet's support of your event –PLEASE SUBMIT COPY TO BITTERSWEET (ex. email link/brochure /program)

PHONE : 703.549.2708 ext.12

FAX : 703.549.3150

EMAIL : reception@bittersweetcatering.com