

Event Name

Fashion Show benefiting The Mary Kay 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 drawing 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 checks 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