



Instructions for Thank You Notes

We hope you enjoyed GCB's production of *The Nutcracker*!

This *free matinee school show* is only possible due to the generous support of our donors. As a condition of attendance, we ask all educators to have their students write heartfelt thank you notes to each and every donor in our community. Many donors will display these special thank you notes at their place of business!

You will be provided the names of approximately 12 unique donors.

- The salutation of each thank you note should include the name of *only one* donor; the card should not be addressed to Garden City Ballet or "The Nutcracker"; please remember, one card should not list multiple donors.
- Colorful and handmade is best – decorated with student artwork and signatures.
 - Crayons, markers, colored pencils or colored paper, pastels, glitter – a little bit of color brightens the note; remember, our donors like to display these notes in public. A few scribbled words in pencil on a lined piece of notebook paper won't have as much positive impact! Original drawings are always a hit.
- It's nice if *each* donor receives 2-3 thank you notes. Please divide the list among your students. It is not necessary for each student to write a thank you card to every donor.
- Appropriate language includes a "thank you for making it possible to attend the show" and a mention of "what they liked best." It is helpful for teachers to review the work of students to ensure the appropriateness of the message.
- Please mail thank you notes in one large envelope, *before leaving for winter break*, to:
 - Garden City Ballet
PO Box 3555
Missoula, MT 59806

For your reference, there are delightful samples online.

Thank you very much!

Questions? Please contact:

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