



Instructions for “Thank You” Notes to Donors

We are so pleased you will be attending our *free matinee* School Show production of *The Nutcracker* — made possible by the generous support of many local donors.

All educators, as a *requirement* of attendance, are asked to have their students write heartfelt “thank you” notes and cards to show our donors they have an impact on the youth in our community. Many donors will display these special notes at their place of business!

Instructions:

- 1) Each card should be addressed to: *Dear Donor* (or) *Dear Sponsor*
- 2) Each card should include a general message of any length, for example:
 - a. “Thank you for making a donation to GCB which allowed my class an opportunity to see *The Nutcracker*.”
 - b. “I look forward to seeing *The Nutcracker*! Thank you for your generous donation.”
 - c. “I’m excited to see *The Nutcracker* because I’ve never been to the theater or a ballet performance. Your donation made that possible!”
- 3) Colorful and handmade notes are the best, especially when they include original student drawings of a Nutcracker doll (or different character from the ballet). Please encourage students to decorate with crayons, markers, colored pencils, colored construction paper, etc. Remember, our donors like to display these notes in public and original drawings are always a hit! (For your reference, I’ve included a delightful sample.)
- 4) Review the notes and cards to ensure the use of appropriate language and content.
- 5) Place all notes and cards into (1) large, manila envelope — clearly labeled with:
 - a. School Name
 - b. Teacher’s Name
 - c. Class Grade Level
- 6) Bring manila envelope to the School Show performance and pass to any GCB representative in the lobby (i.e. School Show Coordinator, Board member, volunteer usher).

Thank you very much. We look forward to seeing you soon!

Sincerely,

Brandy Reinhardt

GCB School Show Coordinator

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