



November 6, 2023

PRESIDENT
Alicia Smith

PRESIDENT-ELECT
Melanie Harris

SECRETARY
Tara Casey

TREASURER
Kevin Hall

PAST PRESIDENT
Brian Petraits

SCHOOL BOARD REPRESENTATIVE
Katie Dixon

BCSC STAFF REPRESENTATIVE
Lindsey Catellier

SUPERINTENDENT OF SCHOOLS
Dr. Jim Snapp

BOARD OF DIRECTORS
Kat Fenoglio
Tarah Fettig
Beth Grant
Jamie Hall
Christen Hoepfner
Melissa Middleton
Ryan Morrison

EXECUTIVE DIRECTOR
Rene Behrend

DIRECTOR OF DEVELOPMENT
Katrin Tabellion

The Brownsburg Education Foundation (BEF) is holding their annual *Rally for Our Kids Gala – Education is a Journey* on March 8, 2024. Travel has been selected as this year's theme, and it is our goal to incorporate foods from different countries at separate stations to give our guests a taste of the world.

We are writing to ask if you would be interested in supporting the event by submitting a catering proposal for a food station to serve 150 people. We hope to have four or five different cuisines and local restaurants represented.

The BEF seeks to encourage and support creativity, innovation and excellence that will enhance the education community of the Brownsburg Community School. The annual gala is a time to celebrate our partners while continuing to raise awareness about our cause and further our mission. It is exciting to see the room bustling with over 400 attendees every year.

We extend to you a warm welcome to take part in the gala and to complete the attached proposal form. ***If you are interested, please return the form by November 20, 2023, via mail or email.***

Brownsburg Education Foundation
310 Stadium Dr.
Brownsburg, IN 46112

Thank you for your consideration, and we look forward to hearing from you. Please let us know if you have any questions.

Sincerely,

Katie Dixon
Gala Committee Chair

Katrin Tabellion
BEF Director of Development
ktabellion@brownsburg.k12.in.us

CATERING REQUEST FORM

Please submit this form by November 20, 2023

Contact information:

Restaurant: _____

Contact: _____

Event Details:

When: March 8, 2024

Time: 5:00pm - 5:45pm setup of food station

6:45pm - 7:00pm delivery and setup of food at station

7:00pm - 8:15pm monitor and refill food station

Where: Top Eliminator Club at Lucas Oil IRP

of servings: 150 servings of an entrée (ex. 150 servings of a chicken & beef nacho bar with a side of rice, lasagna with a breadstick, butter chicken with naan, stir fry fried rice with an eggroll)

One person to staff and refill food at the station.

Catering information:

Type of cuisine: _____

Detailed information of food to be served:

Total price for 150 servings _____

(Due to the BEF's budget constraints we are looking to spend between \$15 - \$21 per serving.)

Will there be any additional charges (ex. gratuities, service charges)?

I am not interested in submitting a catering proposal, but I would love to donate a gift card from our restaurant to support the Rally for Our Kids Gala: Yes No

If you are able to donate a portion of the food cost to help support our event, please factor that into your proposal price. We would greatly appreciate it!